

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

January 13 1971

SECRETARY'S MEMORANDUM NO. 1716

Providing Specialized and Technical Services to States Under
Title III of the Intergovernmental Cooperation Act of 1968

1. PURPOSE. This memorandum provides guidelines for rendering specialized and technical services to State and local units of government pursuant to Title III, Section 302, of the Intergovernmental Cooperation Act of 1968 (PL 90-577), and OMB Circular No. A-97. Title III of the Act is intended to encourage intergovernmental cooperation in the conduct of specialized or technical services, enable State and local governments to avoid unnecessary duplication of services, and authorize Federal agencies to provide reimbursable specialized and technical services to State and local governments.

2. POLICY. The types of services which may be provided are those where the Federal government has special competence. These are described in paragraph 6a, Circular No. A-97. The authority contained in Title III of the Act and in Circular No. A-97 is in addition to, and does not supersede, any existing authority now possessed by any agency furnishing services, whether on a reimbursable or non-reimbursable basis, to State or local units of government.

3. IMPLEMENTATION. The specialized or technical services provided under Title III of the Act may be provided only under the conditions set out in paragraph 7 of OMB Circular A-97. Note that these services should not be provided if they require additional staff or outlays by the agency providing the service.

If there is doubt as to whether the service requested is covered, the request will be forwarded to the Office of Budget and Finance for advice. Denial of services shall be made in writing to the entity requesting the service.

4. ANNUAL REPORTING. A report on the scope of services provided under Title III of the Act will be prepared by each agency or staff office and forwarded to the Office of Budget and Finance by March 1 of each year beginning in 1971. This report will list (1) the services rendered, (2) the States receiving the services, and (3) the cost of rendering such services.

This memorandum is effective immediately.

Clifford M. Harden

MEMORANDUM FOR THE ATTORNEY GENERAL

SUBJECT: [Illegible]

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W. J. [Illegible]

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

January 26, 1971

SECRETARY'S MEMORANDUM NO. 1717

Advisory Committee on Grains - Wheat, Feed Grains and Soybeans

The Department of Agriculture has need to draw on the knowledge and experience of wheat, feed grain, and soybean producers and representatives of the industry in carrying out its legal responsibilities for current and future wheat, feed grain, and soybean programs.

To accomplish this, I hereby establish a National Advisory Committee on Grains - Wheat, Feed Grains and Soybeans. The Committee will meet at the call of its Chairman. The Committee shall terminate two years from the date of this memorandum. Establishment of this Committee is in the public interest in connection with the performance of duties conferred on this Department by law.

The function of the Committee shall be to advise the Secretary and other officials on domestic and export requirements for wheat, feed grains, and soybeans, production adjustment and stabilization programs, and other matters relating to these commodities.

Members will be appointed by the Secretary. Funds will be available for reimbursement of travel and per diem expenses in accordance with applicable regulations of the Department of Agriculture.

The Assistant Secretary for International Affairs and Commodity Programs will be Chairman. The Administrator of the Agricultural Stabilization and Conservation Service will be Vice-Chairman. The General Sales Manager of the Export Marketing Service will be Associate Vice-Chairman. The Director of the Grain Division of the Agricultural Stabilization and Conservation Service will serve as Executive Secretary.

This Memorandum supersedes Secretary's Memorandum 1602, dated October 5, 1966, and its supplements.

Clifford M. Hardin

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

January 1, 1971

EXHIBIT 1777

Advisory Committee on Grain - Wheat, Feed Grains and Legumes

The Department of Agriculture has need to draw on the knowledge and experience of wheat, feed grain, and soybean producers and representatives of the industry in carrying out the legal responsibilities for current and future wheat, feed grain, and soybean programs.

To accomplish this, I hereby establish a National Advisory Committee on Grain - Wheat, Feed Grains and Legumes. The Committee will meet at the call of the Secretary. The Committee shall continue two years from the date of its organization. Establishment of this Committee is in the public interest in connection with the formation of duties conferred on this Department by law.

The function of the Committee shall be to advise the Secretary and other officials on domestic and export requirements for wheat, feed grains, and soybeans, production, processing and distribution programs, and other matters relating to these commodities.

Members will be appointed by the Secretary. Funds will be available for reimbursement of travel and per diem expenses in accordance with applicable regulations of the Department of Agriculture.

The Assistant Secretary for International Affairs and Commodity Programs will be Chairman. The Administrator of the Agricultural Stabilization and Conservation Service will be Vice-Chairman. The General Counsel, Director of the Export-Import Commission, the Director of the Grain Inspection, the Director of the Agricultural Stabilization and Conservation Service will serve as Executive Secretary.

This memorandum supersedes Secretary's Memorandum 0002, dated October 2, 1960, and its supplements.

DEPARTMENT OF AGRICULTURE
UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

January 27 1971

SECRETARY'S MEMORANDUM NO. 1718

Management Data Service Center

1. FUNCTIONS TRANSFERRED. Responsibility for the Department-wide central payrolling and related management data services provided by the Management Data Service Center (MDSC), New Orleans, Louisiana, is hereby transferred from the Office of Management Improvement to the Office of Budget and Finance, effective February 1, 1971.

Under the general direction of the Director of Finance the MDSC will continue to provide Department-wide central payrolling, personnel operations and statistics, and other management data services as assigned. The Director of the Center will be responsible for carrying out all aspects of the work assigned consistent with the responsibilities of the agencies and the staff offices and within the annual budget approved by the Assistant Secretary for Administration.

2. MANAGEMENT SUPPORT ACTIVITIES. Management support services required by the Office of Budget and Finance and the Management Data Service Center will continue to be provided by the Office of Management Services.

3. INCIDENTAL TRANSFERS. The Assistant Secretary for Administration will approve such adjustments in funds and transfers of records, property, and personnel as are involved in the organizational reassignments made in this Memorandum.

Clifford M. Hardin
Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

1-1-55

January 27, 1955

SECRETARY'S MEMORANDUM NO. 111

Management Data Service Center

1. FUNCTIONS TRANSFERRED. Responsibility for the department-wide central payroll and related management data services provided by the Management Data Service Center (MDC), New Orleans, Louisiana, is hereby transferred from the Office of Management Improvement to the Office of Budget and Finance, effective February 1, 1955.

Under the general direction of the Director of Finance the MDC will continue to provide department-wide central payroll, personnel operations and statistics, and other management data services as assigned. The Director of the Center will be responsible for carrying out all aspects of the work assigned consistent with the responsibilities of the agencies and the staff offices and within the annual budget approved by the Assistant Secretary for Administration.

2. MANAGEMENT SUPPORT ACTIVITIES. Management support services required by the Office of Budget and Finance and the Management Data Service Center will continue to be provided by the Office of Management Services.

3. INCIDENTAL MATTERS. The Assistant Secretary for Administration will approve such adjustments in funds and transfers of records, property, and personnel as are involved in the organizational reassignments made in this Memorandum.

Clifford M. Smith
Secretary of Agriculture

ORGANIZATION 1-24-55



DEPARTMENT OF AGRICULTURE

WASHINGTON, D.C. 20250

February 3 1971

SECRETARY'S MEMORANDUM NO. 1719

STUDY TO IMPROVE REPORTING AND RELATED PAPERWORK

In June 1970, a Government-wide study to improve reporting and reduce related paperwork was launched by the Office of Management and Budget. This is an area where this Department has had much experience but our ingenuity will be challenged in meeting the \$10 million saving goal established for us by the Office of Management and Budget. Attaining a goal of this level presents a challenge of great magnitude. The methods used in the past, although they produced substantial results, clearly are not adequate for this new task.

The concern of the President and the interest of the Office of Management and Budget are sharply focused on this project. I am asking agency heads to take whatever steps are necessary to assure its success in this Department. Frank Elliott, Director, Office of Management Improvement, will be issuing implementing instructions very shortly. It is necessary that we move on this project with dispatch since June 30, 1971 is the deadline for the close of the campaign.

J. Paul Campbell
Under Secretary

CLIFFORD M. HARDIN
Secretary of Agriculture

REPORTS

DEPARTMENT OF AGRICULTURE
WASHINGTON, D.C. 20250



February 8 1971

SECRETARY'S MEMORANDUM NO. 1719

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In June 1970, a Government-wide study to improve reporting and reduce related paperwork was launched by the Office of Management and Budget. This is an area where this Department has had much experience but our agency will be challenged in meeting the \$10 million saving goal established for us by the Office of Management and Budget. Attaining a goal of this level presents a challenge of great magnitude. The methods used in the past, although they produced substantial results, clearly are not adequate for this new task.

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CLINTON M. HARDIN
Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

February 18 1971

SECRETARY'S MEMORANDUM NO. 1720

U. S. D. A. Policy on Sale of Surplus Pesticides

Before any pesticides surplus to the needs of the Department of Agriculture are offered for sale, such pesticides shall be properly labeled in accordance with the Federal Insecticide, Fungicide, and Rodenticide Act.

Each agency declaring pesticides surplus shall verify that the labeling is correct. This can be accomplished by submitting a copy of the label and a request for verification of its validity to:

Pesticides Regulation Division
Environmental Protection Agency
Washington, D. C. 20250

J. Phil Campbell

J. Phil Campbell
Under Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

February 18 1971

SECRETARY'S MEMORANDUM NO. 773

U. S. D. A. Policy on Sale of Surplus Pesticides

Before any pesticides surplus to the needs of the Department of Agriculture are offered for sale, such pesticides shall be properly labeled in accordance with the Federal Insecticide, Fungicide, and Rodenticide Act.

Each agency desiring pesticides surplus shall verify that the labeling is correct. This can be accomplished by submitting a copy of the label and a request for verification of its validity to:

Pesticides Regulation Division
Environmental Protection Agency
Washington, D. C. 20250

John Campbell
J. Phil Campbell
Under Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

June 12, 1981

SECRETARY'S MEMORANDUM 1720-1

Resolution of Audits and Establishment
and Collection of Claims Arising from Audits

1 BACKGROUND

There has been growing concern in Congress, the General Accounting Office and the Office of Management and Budget (OMB) over the failure of Federal agencies to promptly and properly resolve audit findings, establish claims arising from audits, and emphasize collection actions. This is evidenced by the Supplemental Appropriations and Recission Act of 1980 which requires that all audits be resolved within six months after the final report is issued.

2 PURPOSE

This memorandum sets forth the Department's policies for resolving audit findings within the statutory time limits and for establishing and collecting claims arising from audits.

3 REFERENCES

The following Acts and Directives define authorities, responsibilities, time frames, and establish requirements for the resolution of audits and the collection of claims:

- a PL 89-508, Federal Claims Collection Act of 1966.
- b 4 CFR 101 through 105, Federal Claims Collection Standards.
- c OMB Circular A-73, Revised November 1979, Audit of Federal Operations and Programs.
- d PL 96-304, Supplemental Appropriations and Recission Act, 1980 (Section 305).
- e Title VII, USDA Administrative Regulations (7 AR).
- f Title VIII, USDA Administrative Regulations (8 AR).

4 SPECIAL INSTRUCTIONS

These policies are effective immediately and supersede those in Secretary's Memorandum No. 1995, Collection Action on Findings in Audit Reports, dated August 15, 1979. The Office of

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OPI: OIG

Operations and Finance and the Office of Inspector General (OIG) shall make appropriate changes in the Department's Administrative Regulations. Program agencies shall review their internal procedures and make such revisions as are necessary to comply with the contents of this directive.

5 POLICY

Departmental agencies and the OIG will promptly take all necessary actions to comply fully with Congressional and OMB requirements and time limits for the resolution of audits and the establishment and collection of claims.

Close coordination will be maintained between agencies and OIG during all phases of the resolution process. It is essential, however, that this coordination be achieved without impairing the independence and proper exercise of responsibility of either party.

An audit is considered resolved for purposes of meeting the legislatively mandated six-months deadline, when the Agency and OIG have agreed on the validity of the findings and the need for and nature of corrective action, and the auditee (or State agency) is so informed by a Letter of Determination. In case of monetary findings, this Letter of Determination must contain a request for repayment of the disallowance. Claims will be established in the amounts agreed upon between the Program Agency and OIG for all improper expenditures and loans or loan guarantees.

Where no agreement can be reached at operating levels the issue will be elevated up to and including the Inspector General and the Assistant Secretary concerned. The Assistant Secretary will determine the amount of claim, and provide a written justification to the Inspector General. In cases of disagreement, the Inspector General may file a dissent report with the Secretary and Congress.

Once an agency has established a claim, subsequent decisions to waive or compromise all or any part of this claim must meet the requirements of the Federal Claims Collection Act of 1966 and/or other applicable laws and regulations. Such decisions must be justified in writing and communicated to OIG.

Involvement of the Office of General Counsel (OGC) is required whenever disagreements revolve around legal interpretations, or legal aspects require clarification. OGC concurrence is also necessary for referral of claims to the Department of Justice or the Comptroller General.

Audits will be closed by OIG when all findings have been resolved and corrective action has been initiated.

6 RESPONSIBILITIES

a Department

The President's memorandum, Subject: Government-wide Anti-fraud and Waste Efforts, dated March 26, 1981 (covering Executive Order, same date, Subject: Integrity and Efficiency in Federal Programs), requires each Department to designate a top management official who will have the responsibility for following up on the recommendations of its Inspector General and the General Accounting Office. In the Department of Agriculture, the Deputy Secretary has been charged with this responsibility, which includes oversight over the activities and enforcement of the policies and requirements promulgated in this directive.

b Office of Inspector General

- (1) Establish a system for followup on audits until they are properly and fully resolved.
- (2) Coordinate closely with the Department Agencies in the timely resolution of audit findings.
- (3) Furnish Department Agencies semiannual listings of open audits as of June 30 and December 31.
- (4) Receive from Department Agencies data for inclusion into the Semiannual IG Reports to Congress on the status of collections of claims arising from audits.
- (5) Periodically evaluate agency audit resolution and claims collection systems and procedures, and validate collection reports.
- (6) Include audit followup responsibilities in the performance standards and evaluation criteria of all Audit operational personnel from Supervisor up to and including the Assistant Inspector General for Auditing; and make them a factor in determining bonuses for Senior Executive Service members and merit pay for supervisors.

c Department Agencies

- (1) Designate a top official as the individual responsible for overall audit resolution and followup activities within the Agency.
- (2) Establish an audit resolution and followup system which will ensure that initial determination of necessary corrective actions for all audit findings be made within

June 12, 1981

the legislatively mandated six-months period, with complete resolution to be accomplished as soon as possible thereafter. As a minimum, the system must provide for:

- (a) Maintaining accurate records of all audit findings until final resolution;
 - (b) Making written determinations promptly on all findings, and initiating corrective actions;
 - (c) Coordinating with the OIG throughout the resolution process;
 - (d) Assuring that resolution actions are consistent with laws and regulations;
 - (e) Establishing appropriate accounting and collection controls over amounts determined due to the Government, clearly identifying claims arising from audits;
 - (f) Rendering timely reports to OIG on the status of resolutions of audit findings; and
 - (g) Providing to OIG by April 20 and October 20, data on the status of collections arising from audit reports as of March 31 and September 30, respectively.
- (3) Designate officials responsible for the implementation of the system, and include this responsibility in their performance standards and evaluation criteria.
 - (4) Make the timeliness and quality of audit resolution and collection procedures a factor in determining bonuses for Senior Executive Service members and merit pay for supervisors.

d Office of General Counsel

Provide legal advice and/or assistance promptly to requests for legislative or regulatory interpretations, and where necessary, issue formal legal opinions pertaining to audit resolution and claims collection. Concur in claim referrals to Comptroller General and/or Department of Justice.

e Office of Operations and Finance

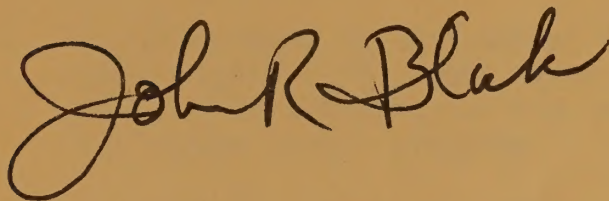
Incorporate into the Department's accounting procedures the requirements for, and assist the Agencies in the

June 12, 1981

SM 1720-1

establishment and management of accounts receivable and the identification of claims arising from audits.

I wish to emphasize my determination that all concerned assign a high priority to the immediate implementation of this directive in order to bring the Department into full compliance with all legislative and regulatory requirements pertaining to the resolution of audits and the establishment and collection of claims arising from them.

A handwritten signature in dark ink, reading "John R. Blake". The signature is written in a cursive style with a large, looping initial "J".

SECRETARY OF AGRICULTURE

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Handwritten signature or name

Extensive handwritten text, mostly illegible due to fading. Appears to be a list or series of notes.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

January 6, 1971

SECRETARY'S MEMORANDUM NO. 1721

National Peanut Advisory Committee

The Department of Agriculture has need to draw on the knowledge and experience of peanut producers and representatives of the industry in carrying out its legal responsibilities for current and future peanut programs.

To accomplish this, I hereby establish a National Peanut Advisory Committee. The Committee will meet at the call of its Chairman. The Committee shall terminate two years from the date of this memorandum. Establishment of this Committee is in the public interest in connection with the performance of duties conferred on this Department by law.

The function of the Committee shall be to advise the Secretary and other officials on domestic and export requirements for peanuts, production adjustment and stabilization programs, and other matters relating to this commodity.

Members will be appointed by the Secretary. Funds will be available for reimbursement of travel and per diem expenses in accordance with applicable regulations of the Department of Agriculture.

The Assistant Secretary for International Affairs and Commodity Programs will be Chairman. The Administrator of the Agricultural Stabilization and Conservation Service will be Vice-Chairman. The General Sales Manager of the Export Marketing Service will be Associate Vice-Chairman. The Director of the Oilseeds and Special Crops Division of the Agricultural Stabilization and Conservation Service will serve as Executive Secretary.

Rescission of Secretary's Memorandum No. 1487 was announced May 22, 1970.

Clifford M. Hardin

COMMITTEES

(Peanut National Advisory)

OFFICIAL
SECRETARY'S FILES
FILED
SECY'S RECORDS SECTION

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

January 1, 1977

SECRETARY'S MEMORANDUM NO.

National Peanut Advisory Committee

The Department of Agriculture has need to draw on the knowledge and experience of peanut producers and representatives of the industry in carrying out its legal responsibilities for current and future peanut programs.

To accomplish this, I hereby establish a National Peanut Advisory Committee. The Committee will meet at the call of the Secretary. The Committee shall consist of two years from the date of this memorandum. Representation of this Committee in the public interest in connection with the performance of duties conferred on this Department by law.

The function of the Committee shall be to advise the Secretary and other officials on domestic and export requirements for peanuts, production adjustment and stabilization programs, and other matters relating to this commodity.

Members will be appointed by the Secretary. Funds will be available for reimbursement of travel and per diem expenses in accordance with applicable regulations of the Department of Agriculture.

The Assistant Secretary for International Affairs and Commodity Programs will be Chairman. The Administrator of the Agricultural Stabilization and Conservation Service will be Vice-Chairman. The Director of the Bureau of Agricultural Economics will be Associate Vice-Chairman. The Director of the Office of Special Crops Division of the Agricultural Stabilization and Conservation Service will serve as Executive Secretary.

Respectfully,
May 12, 1976

Clifford A. Johnson

COMMITTEE (Sent to Mr. Johnson)



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

January 3, 1973.

~~December~~, ~~1972~~

SECRETARY'S MEMORANDUM NO. 1721, SUPPLEMENT NO. 1

National Peanut Advisory Committee

The Secretary's Memorandum No. 1721, dated March 6, 1971, established the National Peanut Advisory Committee, provided for its officers and a termination date.

The notice is hereby supplemented to conform with Public Law 92-463.

- The function of the Committee shall be solely advisory.
- The duties and objectives shall be to study the current peanut programs, to analyze their effectiveness in meeting the purposes of the law under which the programs are authorized and to advise the Secretary on changes of policy or legislation that may be needed.
- The Committee shall report to the Secretary.
- The Agricultural Stabilization and Conservation Service shall provide the necessary Committee support.
- It is estimated that the man years required to serve the Committee would be .11.
- It is estimated that the annual cost shall be \$8500.
- The Committee is expected to meet once more prior to its termination date of March 6, 1973.

Earl L. Butz
Secretary

COMMITTEES

(Peanut National Advisory)



THE NATIONAL SCIENCE FOUNDATION
OFFICE OF THE DIRECTOR
WASHINGTON, D. C. 20540

January 10, 1972

Dr. J. Edgar Hoover

Director, Federal Bureau of Investigation

Washington, D. C. 20535

The National Science Foundation Act of 1950, as amended, provides that the National Science Foundation shall be a government corporation, established as a corporation in the District of Columbia.

The purpose of the National Science Foundation is to promote the progress of science in the United States.

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Very truly yours,

Paul J. Hoff

Paul J. Hoff
Director

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

March 11 1971

January , 1971

SECRETARY'S MEMORANDUM NO. 1722

National Rice Advisory Committee

The Department of Agriculture has need to draw on the knowledge and experience of rice producers and representatives of the industry in carrying out its legal responsibilities for current and future rice programs.

To accomplish this, I hereby establish a National Rice Advisory Committee. The Committee will meet at the call of its Chairman. The Committee shall terminate two years from the date of this memorandum. Establishment of this Committee is in the public interest in connection with the performance of duties conferred on this Department by law.

The function of the Committee shall be to advise the Secretary and other officials on domestic and export requirements for rice, production adjustment and stabilization programs, and other matters relating to this commodity.

Members will be appointed by the Secretary. Funds will be available for reimbursement of travel and per diem expenses in accordance with applicable regulations of the Department of Agriculture.

The Assistant Secretary for International Affairs and Commodity Programs will be Chairman. The Administrator of the Agricultural Stabilization and Conservation Service will be Vice-Chairman. The General Sales Manager of the Export Marketing Service will be Associate Vice-Chairman. The Director of the Oilseeds and Special Crops Division of the Agricultural Stabilization and Conservation Service will serve as Executive Secretary.

This memorandum supersedes Secretary's Memorandum 1556, dated May 13, 1964, and its supplements.

Clifford M. Hardin

Clifford M. Hardin
Secretary of Agriculture

COMMITTEES

(Rice National Advisory)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

January 11, 1954

January 11, 1954

SECRETARY'S MEMORANDUM NO. 122

National Rice Advisory Committee

The Department of Agriculture has need to know on the knowledge and experience of rice producers and representatives of the industry in carrying out its legal responsibilities for current and future rice programs.

To accomplish this, I hereby establish a National Rice Advisory Committee. The Committee will meet at the call of its Chairman. The Committee shall terminate two years from the date of this memorandum. Establishment of this Committee is in the public interest in connection with the performance of duties conferred on this Department by law.

The function of the Committee shall be to advise the Secretary and other officials on domestic and export requirements for rice, production adjustment and stabilization programs, and other matters relating to this commodity.

Members will be appointed by the Secretary. Funds will be available for reimbursement of travel and per diem expenses in accordance with applicable regulations of the Department of Agriculture.

The Assistant Secretary for International Affairs and Commodity Programs will be Chairman. The Assistant Secretary for Agricultural Stabilization and Conservation Service will be Vice-Chairman. The General Sales Manager of the Export Marketing Service will be Associate Vice-Chairman. The Director of the Office and Special Crops Division of the Agricultural Stabilization and Conservation Service will serve as Executive Secretary.

This memorandum supersedes Secretary's Memorandum 1256, dated May 13, 1954, and its supplements.

Clifford M. Hardin

Clifford M. Hardin
Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

Office of the Secretary

Washington, D.C. 20250

April 5 1971

SECRETARY'S MEMORANDUM NO. 1723

Safety in American Agriculture

The USDA for many years has had an important role in assisting and encouraging people in agriculture and rural America to reduce accidents and maintain safe and healthful conditions for work and family living. Accidents in agriculture and rural America account for thousands of deaths and injuries each year, a substantial part of the national total. We continue to have an important responsibility to apply the competency of our staff and our organization to improved safety and to assist and cooperate with the safety organizations, farm organizations, other public groups, universities and agencies of federal and state government in their safety programs. The enactment of the Safety and Health Act of 1970 authorizing the U.S. Department of Labor to promulgate and administer safety or health standards, gives added significance to this USDA responsibility.

Our goal must be a substantial reduction in the numbers of people killed, injured or incapacitated by accidents or hazardous conditions on farms, in other agricultural industries and in other places in rural areas.

As a part of our continuing program, USDA agencies should work to encourage safety throughout the agricultural and forest industries and rural America and as appropriate assist the U.S. Department of Labor, agricultural organizations and other groups in developing and applying safety standards.

A USDA Task Force on Safety in Agriculture is established to help develop and promote safety in agriculture.

The Director of the Science and Education Staff will be chairman of the task force. The Assistant to the Secretary for Public Affairs, the Assistant to the Secretary for Intergovernmental Affairs or a member of his staff, and the USDA Safety Officer will be members. A member of the Extension Service will serve as executive secretary. Heads of each of the following agencies will designate a staff member to serve on the task force: Agricultural Research Service, Agricultural Stabilization and Conservation Service, Consumer and Marketing Service, Cooperative State Research Service, Export Marketing Service, Economic Research Service, Extension Service, Farmer Cooperative Service, Farmers Home Administration, Food and Nutrition Service, Forest Service, Packers and Stockyards Administration, Rural Electrification Administration, and Soil Conservation Service. The agency representatives should be persons with important safety responsibility, including a responsibility to work with organizations and industries related to the agency program in the development and application of their safety standards.

COMMITTEES

Safety in Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

April 5 1971

SECRETARY'S MEMORANDUM NO. 1723

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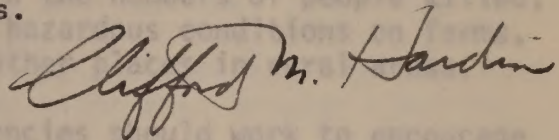
The Director of the Science and Education Staff will be chairman of the task force. The Assistant to the Secretary for Public Affairs, the Assistant to the Secretary for Intergovernmental Affairs or a member of his staff, and the USDA Safety Officer will be members. A member of the Extension Service will serve as executive secretary. Heads of each of the following agencies will designate a staff member to serve on the task force: Agricultural Research Service, Agricultural Stabilization and Conservation Service, Consumer and Marketing Service, Cooperative State Research Service, Export Marketing Service, Economic Research Service, Extension Service, Farmer Cooperative Service, Farmers Home Administration, Food and Nutrition Service, Forest Service, Packers and Stockyards Administration, Rural Electrification Administration, and Soil Conservation Service. The agency representatives should be persons with important safety responsibility, including a responsibility to work with organizations and industries related to the agency program in the development and application of their safety standards.

COMMITTEE ON SAFETY IN AGRICULTURE

The agricultural safety task force will: (1) Help agencies in their assistance to agricultural groups in connection with the development and implementation of safety standards, and in other assistance to agricultural interests in safety matters. (2) Provide for coordination among agencies in the safety aspects of their programs. (3) Provide a channel of assistance to, consultation with, and coordination with the U.S. Department of Labor and other federal agencies and public groups on matters relating to safety in agriculture. (4) Support and assist State Extension Services and Experiment Stations and the field staff of USDA agencies in developing and conducting agricultural safety programs. (5) Study, evaluate and propose other means by which the USDA and the agencies and organizations with which we cooperate in safety programs might make greater contributions to achieving safety goals.

The Executive Secretary to the Task Force on Safety in Agriculture shall be a full time assignment. Costs of the position will be shared by the agencies participating in the task force, as shall costs of any special studies or other special projects essential to accomplishing the mission of the task force.

The USDA Safety Officer will provide coordination with the USDA Safety Council provided for in Secretary's Memorandum No. 1713 and concerned primarily with safety for USDA employees.



Clifford M. Hardin
Secretary of Agriculture

A USDA Task Force on Safety in Agriculture is established to help develop and promote safety in agriculture.

The Assistant to the Secretary for Intergovernmental Affairs will be Chairman of the Task Force. The Director of Communication and the USDA Safety Officer will be members. A member of the Office of Intergovernmental Affairs will serve as Executive Secretary. The following agencies will be represented on the Task Force:

Agricultural Research Service
Agricultural Stabilization and Conservation Service
Agricultural Marketing Service
Animal and Plant Health Inspection Service
Cooperative State Research Service
Economic Research Service
Extension Service

The agricultural safety task force will: (1) Help agencies in their assistance to agricultural groups in connection with the development and implementation of safety standards, and in other assistance to agricultural interests in safety matters. (2) Provide for coordination among agencies in the safety aspects of their programs. (3) Provide a channel of assistance to, consultation with, and coordination with the U.S. Department of Labor and other federal agencies and public groups on matters relating to safety in agriculture. (4) Support and assist State Extension Services and Experiment Stations and the field staff of USDA agencies in developing and conducting agricultural safety programs. (5) Study, evaluate and propose other means by which the USDA and the agencies and organizations with which we cooperate in safety programs might make greater contributions to achieving safety goals.

The Executive Secretary to the Task Force on Safety in Agriculture shall be a full time assignment. Costs of the position will be shared by the agencies participating in the task force, as shall costs of any special studies or other special projects essential to accomplishing the mission of the task force.

The USDA Safety Officer will provide coordination with the USDA Safety Council provided for in Secretary's Memorandum No. 1713 and concerned primarily with safety for USDA employees.

Clifford M. Hardin
Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
Washington, D. C. 20250

September 30, 1975

SECRETARY'S MEMORANDUM NO. 1723 (REVISED)

Task Force on Safety in American Agriculture

The USDA for many years has had an important role in assisting and encouraging people in agriculture and rural America to reduce accidents and maintain safe and healthful conditions for work and family living. Accidents in agriculture and rural America account for thousands of deaths and injuries each year, a substantial part of the national total. We continue to have an important responsibility to apply the competency of our staff and our organization to improved safety and to assist and cooperate with the safety organizations, farm organizations, other public groups, universities, and agencies of federal and state government in their safety programs. The enactment of the Safety and Health Act of 1970, authorizing the U. S. Department of Labor to promulgate and administer safety or health standards, gives added significance to this USDA responsibility.

Our goal must be a substantial reduction in the numbers of people killed, injured, or incapacitated by accidents or hazardous conditions on farms, in other agricultural industries, and in other places in rural areas.

As part of our continuing program USDA agencies should work to encourage safety throughout the agricultural and forest industries and rural America, and as appropriate, assist the U. S. Department of Labor, agricultural organizations, and other groups in developing and applying safety standards.

A USDA Task Force on Safety in American Agriculture is established to help develop and promote safety in agriculture.

The Assistant to the Secretary for Intergovernmental Affairs will be Chairman of the Task Force. The Director of Communication and the USDA Safety Officer will be members. A member of the Office of Intergovernmental Affairs will serve as Executive Secretary. The following agencies will be represented on the Task Force:

Agricultural Research Service
Agricultural Stabilization and Conservation Service
Agricultural Marketing Service
Animal and Plant Health Inspection Service
Cooperative State Research Service
Economic Research Service
Extension Service

COMMITTEES

(Safety in American Agriculture)

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
Washington, D. C. 20250

SECRETARY'S MEMORANDUM NO. 1723 (REVISED)

Task Force on Safety in American Agriculture

The USDA for many years has had an important role in assisting and encouraging people in agriculture and rural America to reduce accidents and maintain safe and healthful conditions for work and family living. Accidents in agriculture and rural America account for thousands of deaths and injuries each year, a substantial part of the national total. We continue to have an important responsibility to apply the competency of our staff and our organization to improved safety and to assist and cooperate with the safety organizations, farm organizations, other public groups, universities, and agencies of federal and state government in their safety programs. The enactment of the Safety and Health Act of 1970, authorizing the U. S. Department of Labor to promulgate and administer safety or health standards, gives added significance to this USDA responsibility.

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As part of our continuing program USDA agencies should work to encourage safety throughout the agricultural and forest industries and rural America, and as appropriate, assist the U. S. Department of Labor, agricultural organizations, and other groups in developing and applying safety standards.

A USDA Task Force on Safety in American Agriculture is established to help develop and promote safety in agriculture.

The Assistant to the Secretary for Intergovernmental Affairs will be Chairman of the Task Force. The Director of Communication and the USDA Safety Officer will be members. A member of the Office of Intergovernmental Affairs will serve as Executive Secretary. The following agencies will be represented on the Task Force:

Agricultural Research Service
Agricultural Stabilization and Conservation Service
Agricultural Marketing Service
Animal and Plant Health Inspection Service
Cooperative State Research Service
Economic Research Service
Extension Service

COMMUNICATIONS SECTION

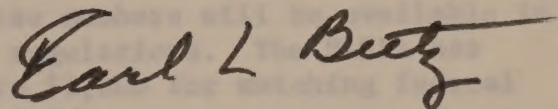
Farmers Home Administration
Forest Service
Rural Electrification Administration
Soil Conservation Service

Each agency head shall designate a member of his policy staff and an alternate who shall participate fully in committee activities and have authority to speak for their agency on matters relating to agricultural safety. Agency representatives shall provide or arrange for information and staff assistance as may be needed to effectively deal with Department level or interagency activities and reports involving the programs and responsibilities of their agency that are related to agricultural safety.

The Task Force will: (1) Help agencies in their assistance to agricultural groups in connection with the development and implementation of safety standards, and in other assistance to agricultural interests in safety matters; (2) Provide for coordination among agencies in the safety aspects of their programs; (3) Provide a channel of assistance to, consultation with, and coordination with the U. S. Department of Labor and other federal agencies and public groups on matters relating to safety in agriculture; (4) Support and assist State Extension Services and Experiment Stations and the field staff of USDA agencies in developing and conducting agricultural safety programs; (5) Study, evaluate, and propose other means by which the USDA and the agencies and organizations with which we cooperate in safety programs might make greater contributions to achieving safety goals.

Costs of the Task Force will be shared by the agencies participating in the Task Force, as shall costs of any special studies or other special projects essential to accomplishing the mission of the Task Force.

Secretary's Memorandum No. 1723, dated April 5, 1971, is hereby superseded.



Secretary of Agriculture

Soil Conservation Service
Rural Electrification Administration
Forest Service
Farmers Home Administration

Each agency head shall designate a member of his policy staff and an alternate who shall participate fully in committee activities and have authority to speak for their agency on matters relating to agricultural safety. Agency representatives shall provide or arrange for information and staff assistance as may be needed to effectively deal with Department level or interagency activities and reports involving the program and responsibilities of their agency that are related to agricultural safety.

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Costs of the Task Force will be shared by the agencies participating in the Task Force, as shall costs of any special studies or other special projects essential to accomplishing the mission of the Task Force.

Secretary's Memorandum No. 1723, dated April 5, 1971, is hereby superseded.

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

Office of the Secretary

Washington, D. C. 20250

April 5 1971

SECRETARY'S MEMORANDUM NO. 1724

Joint United States Department of Agriculture -- National Association of State Departments of Agriculture Committee

This Committee initially was established in 1965. The major purpose of the committee was to develop and encourage cooperation between the U. S. Department of Agriculture and State Departments of Agriculture in the many areas of common problems and responsibilities.

Activities of the State Departments of Agriculture frequently involve cooperative arrangements with the U. S. Department of Agriculture in marketing, regulatory, plant and animal disease, and pest control and eradication programs. To bring the experience and knowledge of State Departments of Agriculture to bear on these problems, I have determined that this committee be continued.

This committee also will provide aggressive leadership in implementing recommendations contained in the Project 4 Report of the Federal Assistance Review authorized by Secretary's Memorandum No. 1653, dated May 6, 1969, which developed criteria to achieve greater state participation in agricultural regulatory, inspection and grading programs.

The committee also will review and make recommendations for updating policy as it relates to changing programs and emergency needs.

Continuation of the committee is in the public interest in connection with the performance of the duties and responsibilities of the Department.

The committee shall terminate two years from the date of this memorandum. Travel and per diem expenses for committee members will be available in accordance with applicable statutes and regulations. The NASDA has authorized use of Association funds up to \$1,000 for matching federal funds necessary for expenses of the committee.

The Under Secretary of Agriculture and the President of the National Association of State Departments of Agriculture will serve as Co-Chairmen and the Assistant to the Secretary of Agriculture for Intergovernmental Affairs will serve as Executive Secretary.

The U. S. Department of Agriculture members of the committee shall be the Assistant Secretary for Marketing and Consumer Services; the Assistant Secretary for International Affairs and Commodity Programs; the Assistant Secretary for Rural Development and Conservation; the Director of Science and Education; and the Director of Agricultural Economics. NASDA members shall consist of six executive heads of State Departments of Agriculture, to be appointed by the Secretary of Agriculture.

COMMITTEES (U/SDA - NASDA)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

April 8 1957

SECRETARY'S MEMORANDUM NO. 100

Joint United States Department of Agriculture -- National
Association of State Departments of Agriculture Committee

This Committee initially was established in 1955. The major purpose of the committee was to develop and encourage cooperation between the U. S. Department of Agriculture and State Departments of Agriculture in the many areas of common problems and responsibilities.

Activities of the State Departments of Agriculture frequently involve cooperative arrangements with the U. S. Department of Agriculture in marketing, regulatory, plant and animal disease, and pest control and eradication programs. To bring the experience and knowledge of State Departments of Agriculture to bear on these problems, I have determined that this committee be continued.

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The Under Secretary of Agriculture and the President of the National Association of State Departments of Agriculture will serve as Co-Chairman and the Assistant to the Secretary of Agriculture for Intergovernmental Affairs will serve as Executive Secretary.

The U. S. Department of Agriculture members of the committee shall be the Assistant Secretary for Marketing and Consumer Services; the Assistant Secretary for International Affairs and Commodity Programs; the Assistant Secretary for Rural Development and Conservation; the Director of Science and Education; and the Director of Agricultural Economics. NASDA members shall consist of six executive heads of State Departments of Agriculture, to be appointed by the Secretary of Agriculture.

COMMITTEE (152A-1A27A)

The committee is expected to meet annually on call of the Co-Chairmen. In view of the joint sponsorship of the committee, its reports and recommendations will be made available both to the U. S. Department of Agriculture and the National Association of State Departments of Agriculture.

Secretary's Memorandum No. 1685 of April 13, 1970, is hereby superseded.

Clifford M. Hardin

Public Law 91-504, May 14, 1970, establishes the National Advisory Council on Child Nutrition and authorizes the Secretary of Agriculture to appoint members therein.

The Council is to be composed of 15 members. One member shall be a school administrator, one member shall be a person engaged in child welfare work, one member shall be a person engaged in vocational education work, one member shall be a nutrition expert, one member shall be a school food services management expert, one member shall be a state superintendent of schools (or the equivalent thereof), one member shall be a state school lunch director (or the equivalent thereof), one member shall be a person serving on the school board, one member shall be a classroom teacher, and four members shall be officers or employees of the Department of Agriculture especially qualified to serve on the Council because of their education, training, experience, and knowledge in matters relating to child food programs.

The nine members of the Council appointed from outside of the Department of Agriculture shall serve for terms of 3 years, except that such members first appointed to the Council shall be appointed as follows:

Three members shall be appointed for terms of 3 years, three members shall be appointed for terms of 2 years, and three members shall be appointed for terms of 1 year. Thereafter all appointments shall be for a term of 3 years except that a person appointed to fill an unexpired term shall serve only for the remainder of such term. Members appointed from the Department of Agriculture shall serve at the pleasure of the Secretary.

The Secretary shall designate one of the members to serve as Chairman and one to serve as Vice Chairman of the Council.

The Council shall meet at the call of the Chairman but shall meet at least once a year.

When necessary shall constitute a quorum and a vacancy on the Council shall not affect the quorum.

Approved: [Signature] National Advisory Council on Child Nutrition

The committee is expected to meet annually on call of the Co-Chairmen. In view of the joint sponsorship of the committee, its reports and recommendations will be made available both to the U. S. Department of Agriculture and the National Association of State Departments of Agriculture.

Secretary's Memorandum No. 1685 of April 13, 1970, is hereby superseded.

Clifford M. Henderson

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

April 7 1971

SECRETARY'S MEMORANDUM NO. 1725

National Advisory Council on Child Nutrition

Public Law 91-248, May 14, 1970, establishes the National Advisory Council on Child Nutrition and authorizes the Secretary of Agriculture to appoint members thereto.

The Council is to be composed of 13 members. One member shall be a school administrator, one member shall be a person engaged in child welfare work, one member shall be a person engaged in vocational education work, one member shall be a nutrition expert, one member shall be a school food services management expert, one member shall be a state superintendent of schools (or the equivalent thereof), one member shall be a state school lunch director (or the equivalent thereof), one member shall be a person serving on the school board, one member shall be a classroom teacher, and four members shall be officers or employees of the Department of Agriculture especially qualified to serve on the Council because of their education, training, experience, and knowledge in matters relating to child food programs.

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The Secretary shall designate one of the members to serve as Chairman and one to serve as Vice Chairman of the Council.

The Council shall meet at the call of the Chairman but shall meet at least once a year.

Seven members shall constitute a quorum and a vacancy on the Council shall not affect its powers.

COMMITTEES

Child Nutrition National Council (Adv.)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

National Advisory Council on Child Nutrition

Public Law 91-248, May 14, 1970, establishes the National Advisory Council on Child Nutrition and authorizes the Secretary of Agriculture to appoint members thereto.

The Council is to be composed of 13 members. One member shall be a school administrator, one member shall be a person engaged in child welfare work, one member shall be a nutrition expert, one member shall be a school food services management expert, one member shall be a state superintendent of schools (or the equivalent thereof), one member shall be a state school lunch director (or the equivalent thereof), one member shall be a person serving on the school board, one member shall be a classroom teacher, and four members shall be officers or employees of the Department of Agriculture respectively qualified to serve on the Council because of their education, training, experience, and knowledge in matters relating to child food programs.

The nine members of the Council appointed from outside of the Department of Agriculture shall serve for terms of 3 years, except that such members first appointed to the Council shall be appointed as follows:

Three members shall be appointed for terms of 3 years, three members shall be appointed for terms of 2 years, and three members shall be appointed for terms of 1 year. Thereafter all appointments shall be for a term of 3 years except that a person appointed to fill an unexpired term shall serve only for the remainder of such term. Members appointed from the Department of Agriculture shall serve at the pleasure of the Secretary.

The Secretary shall designate one of the members to serve as Chairman and one to serve as Vice Chairman of the Council.

The Council shall meet at the call of the Chairman but shall meet at least once a year.

Seven members shall constitute a quorum and a vacancy on the Council shall not affect its powers.

It shall be the function of the Council to make a continuing study of the operation of programs carried out under the National School Lunch Act, the Child Nutrition Act of 1966, and related Act under which meals are provided for children, with a view to determining how such programs may be improved. The Council shall submit to the President and the Congress annually a written report of the results of its study together with such recommendations for administrative and legislative changes as it deems appropriate.

The Department of Agriculture shall provide the Council with such technical and other assistance, including secretarial and clerical assistance, as may be required to carry out its functions under this Act.

Members of the Council shall serve without compensation but shall receive reimbursement for necessary travel and subsistence expenses incurred by them in the performance of the duties of the Council.

I am designating Assistant Secretary Richard Lyng, to be Council Chairman and Mr. Edward Hekman, Administrator of the Food and Nutrition Service, to be Vice Chairman. Mr. Herbert Rorex, Director of the Child Nutrition Division of the Food and Nutrition Service, shall serve as the Executive Secretary of the Council and provide the technical secretarial, clerical and other assistance set forth in PL 91-248.

Clifford M. Hardin
Secretary of Agriculture

Three members with terms ending in February 1973, three members with terms ending in February 1974, and three members with terms ending in February 1975. All future appointments shall be for a term of 3 years except that a person appointed to fill an unexpired term shall serve only for the remainder of such term. Members appointed from the Department of Agriculture shall serve at the pleasure of the Secretary.

The Council shall meet at the call of the Chairman but shall meet at least once a year.

Seven members shall constitute a quorum and a vacancy on the Council shall not affect its powers.

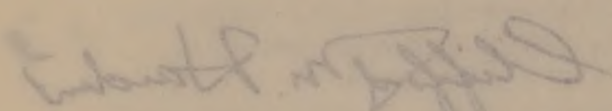
Executive Secretary (Child Nutrition Council National Advisory)

It shall be the function of the Council to make a continuing study of the operation of programs carried out under the National School Lunch Act, the Child Nutrition Act of 1955, and related Act under which meals are provided for children, with a view to determining how such programs may be improved. The Council shall submit to the President and the Congress annually a written report of the results of its study together with such recommendations for administrative and legislative changes as it deems appropriate.

The Department of Agriculture shall provide the Council with such technical and other assistance, including secretarial and clerical assistance, as may be required to carry out its functions under this Act.

Members of the Council shall serve without compensation but shall receive reimbursement for necessary travel and subsistence expenses incurred by them in the performance of the duties of the Council.

I am designating Assistant Secretary Richard Long, to be Council Chairman and Mr. Edward Helms, Administrator of the Food and Nutrition Service, to be Vice Chairman. Mr. Herbert Rorer, Director of the Child Nutrition Division of the Food and Nutrition Service, shall serve as the Executive Secretary of the Council and provide the technical secretarial, clerical and other assistance set forth in PL 91-504.


Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

January 17, 1973.

SECRETARY'S MEMORANDUM NO. 1725, REVISED

National Advisory Council on Child Nutrition

Section 14 of the National School Lunch Act as amended by Public Law 91-248 (42 USC 1763), established the National Advisory Council on Child Nutrition and authorized the Secretary of Agriculture to appoint members thereto.

The Council is composed of 13 members. One member as provided in the Act is a school administrator, one member is a person engaged in child welfare work, one member is a person engaged in vocational education work, one member is a nutrition expert, one member is a school food services management expert, one member is a state superintendent of schools (or the equivalent thereof), one member is a state school lunch director (or the equivalent thereof), one member is a person serving on the school board, one member is a classroom teacher, and four members are officers or employees of the Department of Agriculture especially qualified to serve on the Council because of their education, training, experience, and knowledge in matters relating to child food programs. The Secretary of Agriculture appoints members of the Council.

The nine members of the Council appointed from outside of the Department of Agriculture have been appointed with terms ending as follows:

Three members with terms ending in February 1973, three members with terms ending in February 1974, and three members with terms ending in February 1975. All future appointments shall be for a term of 3 years except that a person appointed to fill an unexpired term shall serve only for the remainder of such term. Members appointed from the Department of Agriculture shall serve at the pleasure of the Secretary.

The Council shall meet at the call of the Chairman but shall meet at least once a year.

Seven members shall constitute a quorum and a vacancy on the Council shall not affect its powers.

It shall be the function of the Council to make a study of the operation of programs carried out under the National School Lunch Act, the Child Nutrition Act of 1966, and any related Act under which meals are provided for children, with a view to determining how such programs may be improved. The duties of the Council are to submit to the President and the Congress annually a written report of the results of its study together with such recommendations for administrative and legislative changes as it deems appropriate. The Council was established by the Congress to carry out the above functions on a continuing basis.

The Food and Nutrition Service of the Department of Agriculture provides the Council with such technical and other assistance, including secretarial and clerical assistance, as may be required to carry out its functions under this Act.

Members of the Council serve without compensation but receive reimbursement for necessary travel and subsistence expenses incurred by them in the performance of the duties of the Council.

The Assistant Secretary, Marketing and Consumer Services is Council Chairman and the Administrator of the Food and Nutrition Service is Vice Chairman. The Director of the Child Nutrition Division of the Food and Nutrition Service, serves as the Executive Secretary of the Council.

The Council will meet an estimated three times annually at 4-month intervals. Annual operating costs are estimated at \$10,000. No man years of staff assistance are included as no employee will be assigned on a full time basis to work on the Council. It is estimated however that we will devote 400 man hours staff time to Council work.

Earl L. Butz

Secretary's Memorandum No. 1725, dated April 7, 1971, is hereby superseded.

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

December 19, 1974

SECRETARY'S MEMORANDUM NO. 1725, REVISED

National Advisory Council on Child Nutrition

Section 15 of the National School Lunch Act (formerly Section 14 of the Act, as amended by Public Law 91-248 and Public Law 93-150 and renumbered Section 15 by Public Law 93-326), established the National Advisory Council on Child Nutrition and authorized the Secretary of Agriculture to appoint members thereto.

The Council is composed of 15 members. One member as provided in the Act is a school administrator, one member is a person engaged in child welfare work, one member is a person engaged in vocational education work, one member is a nutrition expert, one member is a school food service management expert, one member is a State superintendent of schools (or the equivalent thereof), one member is a supervisor of a school lunch program in an urban area, one member is a supervisor of a school lunch program in a rural area, one member is a State school lunch director (or the equivalent thereof), one member is a person serving on the school board, one member is a classroom teacher, and four members are officers or employees of the Department of Agriculture especially qualified to serve on the Council because of their education, training, experience, and knowledge in matters relating to child food programs. The Secretary of Agriculture appoints members of the Council.

The eleven members of the Council appointed from outside of the Department of Agriculture are appointed for three year terms with three to five vacancies occurring each year.

The Council shall meet at the call of the Chairman but shall meet at least once a year.

Eight members shall constitute a quorum and a vacancy on the Council shall not affect its powers.

It shall be the function of the Council to make a study of the operation of programs carried out under the National School Lunch Act, the Child Nutrition Act of 1966, and any related Act under which meals are provided for children, with a view to determining how such programs may be improved. The duties of the Council are to submit to the President and the Congress annually a written report of the results of its study together with such recommendations for administrative and legislative changes as it deems appropriate. The Council was established by the Congress to carry out the above functions on a continuing basis.

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

December 2, 1957

SECRETARY'S MEMORANDUM NO. 1735, REVISED

National Advisory Council on Child Nutrition

Section 15 of the National School Lunch Act (formerly Section 14 of the Act, as amended by Public Law 91-248 and Public Law 93-150 and renumbered Section 15 by Public Law 93-326), established the National Advisory Council on Child Nutrition and authorized the Secretary of Agriculture to appoint members thereto.

The Council is composed of 15 members. One member as provided in the Act is a school administrator, one member is a person engaged in child welfare work, one member is a person engaged in vocational education work, one member is a nutrition expert, one member is a school food service management expert, one member is a State superintendent of schools (or the equivalent thereof), one member is a supervisor of a school lunch program in an urban area, one member is a supervisor of a school lunch program in a rural area, one member is a State school lunch director (or the equivalent thereof), one member is a person serving on the school board, one member is a classroom teacher, and four members are officers or employees of the Department of Agriculture, respectively qualified to serve on the Council because of their education, training, experience, and knowledge in matters relating to child food programs. The Secretary of Agriculture appoints members of the Council.

The eleven members of the Council appointed from outside of the Department of Agriculture are appointed for three year terms with three to five vacancies occurring each year.

The Council shall meet at the call of the Chairman but shall meet at least once a year.

Eight members shall constitute a quorum and a vacancy on the Council shall not affect its powers.

It shall be the function of the Council to make a study of the operation of programs carried out under the National School Lunch Act, the Child Nutrition Act of 1956, and any related Act under which meals are provided for children, with a view to determining how such programs may be improved. The duties of the Council are to submit to the President and the Congress annually a written report of the results of its study together with such recommendations for administrative and legislative changes as it deems appropriate. The Council was established by the Congress to carry out the above functions on a continuing basis.

The Food and Nutrition Service of the Department of Agriculture provides the Council with such technical and other assistance, including secretarial and clerical assistance, as may be required to carry out its functions under this Act.

Members of the Council serve without compensation but receive reimbursement for necessary travel and subsistence expenses incurred by them in the performance of the duties of the Council.

The Assistant Secretary, Marketing and Consumer Services is Council Chairman and the Administrator of the Food and Nutrition Service is Vice Chairman. An Assistant to the Administrator of the Food and Nutrition Service, serves as the Executive Secretary of the Council.

The Council will meet an estimated three times annually at 4-month intervals. Annual operating costs are estimated at \$10,000, with .02 man-years devoted to administrative support.

This Memorandum serves as the charter for the National Advisory Council on Child Nutrition. Secretary's Memorandum No. 1725, Revised, dated January 17, 1973, is hereby superseded.

Earl L. Butz

Earl L. Butz
Secretary

The Food and Nutrition Service of the Department of Agriculture provides the Council with such technical and other assistance, including secretarial and clerical assistance, as may be required to carry out its functions under this Act.

Members of the Council serve without compensation but receive reimbursement for necessary travel and subsistence expenses incurred by them in the performance of the duties of the Council.

The Assistant Secretary, Marketing and Consumer Services is Council Chairman and the Administrator of the Food and Nutrition Service is Vice Chairman. An Assistant to the Administrator of the Food and Nutrition Service, serves as the Executive Secretary of the Council.

The Council will meet an estimated three times annually at 4-month intervals. Annual operating costs are estimated at \$10,000, with 50 man-years devoted to administrative support.

This Memorandum serves as the charter for the National Advisory Council on Child Nutrition. Secretary's Memorandum No. 1725, Revised, dated January 17, 1973, is hereby superseded.

Handwritten signature
W. A. Rife
Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

May 2, 1977

SECRETARY'S MEMORANDUM NO. 1725, REVISED

National Advisory Council on Child Nutrition

Section 15 of the National School Lunch Act (formerly Section 14 of the Act, as amended by Public Law 91-248 and Public Law 93-150 and renumbered Section 15 by Public Law 93-326), established the National Advisory Council on Child Nutrition and authorized the Secretary of Agriculture to appoint members thereto.

The Council is composed of 15 members. One member as provided in the Act is a school administrator, one member is a person engaged in child welfare work, one member is a person engaged in vocational education work, one member is a nutrition expert, one member is a school food service management expert, one member is a State superintendent of schools (or the equivalent thereof), one member is a supervisor of a school lunch program in an urban area, one member is a supervisor of a school lunch program in a rural area, one member is a State school lunch director (or the equivalent thereof), one member is a person serving on the school board, one member is a classroom teacher, and four members are officers or employees of the Department of Agriculture especially qualified to serve on the Council because of their education, training, experience, and knowledge in matters relating to child food programs. The Secretary of Agriculture appoints members to the Council.

The eleven members of the Council appointed from outside of the Department of Agriculture are appointed for three year terms with three to five vacancies occurring each year.

The Council shall meet at the call of the Chairman but shall meet at least once a year.

Eight members shall constitute a quorum and a vacancy on the Council shall not affect its powers.

It shall be the function of the Council to make a study of the operation of programs carried out under the National School Lunch Act, the Child Nutrition Act of 1966, and any related Act under which meals are provided for children, with a view to determining how such programs may be improved. The duties of the Council are to submit to the President and the Congress annually a written report of the results of its study together with such

COMMITTEES

(National Advisory Council on Child Nutrition)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

SECRETARY'S MEMORANDUM NO. 1722, Revised

NATIONAL ADVISORY COUNCIL ON CHILD NUTRITION

Section 15 of the National School Lunch Act (formerly Section 14 of the Act, as amended by Public Law 91-348 and Public Law 93-130 and renumbered Section 15 by Public Law 93-325), established the National Advisory Council on Child Nutrition and authorized the Secretary of Agriculture to appoint members thereto.

The Council is composed of 15 members. One member as provided in the Act is a school administrator, one member is a person engaged in child welfare work, one member is a person engaged in vocational education work, one member is a nutrition expert, one member is a school food service management expert, one member is a State superintendent of schools (or the equivalent thereof), one member is a supervisor of a school lunch program in an urban area, one member is a supervisor of a school lunch program in a rural area, one member is a State school lunch director (or the equivalent thereof), one member is a person serving on the school board, one member is a classroom teacher, and four members are officers or employees of the Department of Agriculture especially qualified to serve on the Council because of their education, training, experience, and knowledge in matters relating to child food programs. The Secretary of Agriculture appoints members to the Council.

The eleven members of the Council appointed from outside of the Department of Agriculture are appointed for three year terms with three to five vacancies occurring each year.

The Council shall meet at the call of the Chairman but shall meet at least once a year.

Eight members shall constitute a quorum and a vacancy on the Council shall not affect its powers.

It shall be the function of the Council to make a study of the operation of programs carried out under the National School Lunch Act, the Child Nutrition Act of 1956, and any related Act under which meals are provided for children, with a view to determining how such programs may be improved. The duties of the Council are to submit to the President and the Congress annually a written report of the results of its study together with such

recommenda-tions for administrative and legislative changes as it deems appropriate. The Council was established by the Congress to carry out the above functions on a continuing basis.

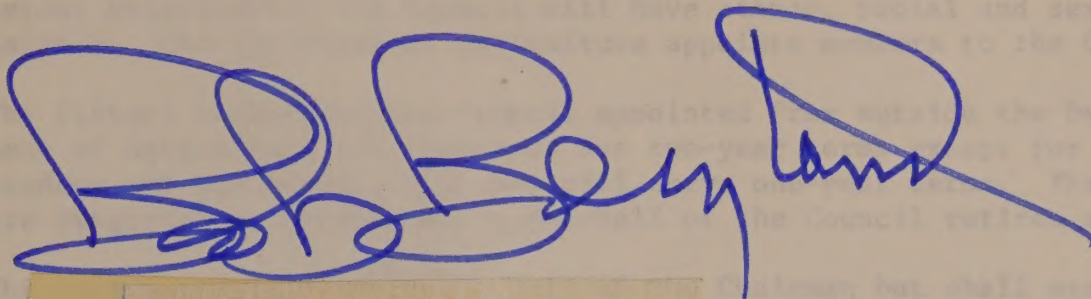
The Food and Nutrition Service of the Department of Agriculture provides the Council with such technical and other assistance, including secretarial and clerical assistance, as may be required to carry out its functions under this Act.

Members of the Council serve without compensation but receive reimbursement for necessary travel and subsistence expenses incurred by them in the performance of the duties of the Council.

The Assistant Secretary for Food and Consumer Services is Council Chairman and the Administrator of the Food and Nutrition Service is Vice Chairman. The Assistant to the Administrator, Food and Nutrition Service, serves as the Executive Secretary of the Council.

The Council will meet an estimated three times annually at about 4-month intervals. Annual operating costs are estimated at \$28,000, with 1 man-year devoted to administrative support.

This Memorandum serves as the charter for the National Advisory Council on Child Nutrition. Secretary's Memorandum No. 1725, Revised, dated December 19, 1974, is hereby superseded.

A large, stylized handwritten signature in blue ink, likely belonging to the Secretary of Agriculture, is written over the signature line.

Secretary of Agriculture

recommendations for administrative and legislative changes as it deems appropriate. The Council was established by the Congress to carry out the above functions on a continuing basis.

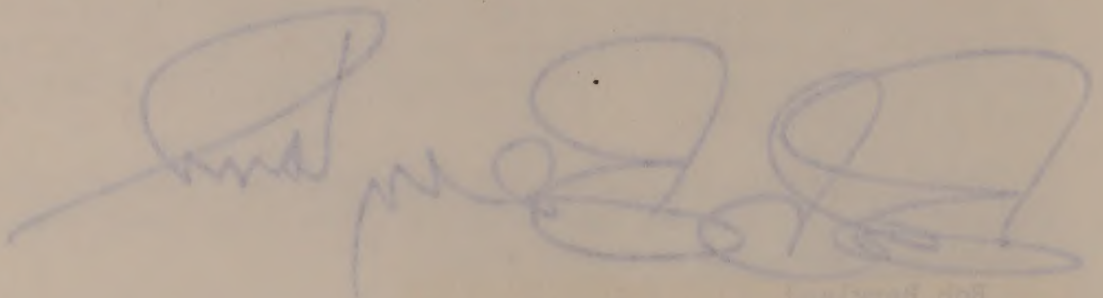
The Food and Nutrition Service of the Department of Agriculture provides the Council with such technical and other assistance, including secretarial and clerical assistance, as may be required to carry out its functions under this Act.

Members of the Council serve without compensation but receive reimbursement for necessary travel and subsistence expenses incurred by them in the performance of the duties of the Council.

The Assistant Secretary for Food and Consumer Services is Council Chairman and the Administrator of the Food and Nutrition Service is Vice Chairman. The Assistant to the Administrator, Food and Nutrition Service, serves as the Executive Secretary of the Council.

The Council will meet an estimated three times annually at about 4-month intervals. Annual operating costs are estimated at \$28,000, with 1 man-year devoted to administrative support.

This Memorandum serves as the charter for the National Advisory Council on Child Nutrition. Secretary's Memorandum No. 1725, Revised, dated December 19, 1974, is hereby superseded.



Bob Barkley
Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

December 18, 1978

SECRETARY'S MEMORANDUM NO. 1725, REVISED

National Advisory Council on Child Nutrition

Section 15 of the National School Lunch Act (formerly Section 14 of the Act as amended by Public Law 91-248 and Public Law 93-150 and renumbered Section 15 by Public Law 93-326), established the National Advisory Council on Child Nutrition and authorized the Secretary of Agriculture to appoint members thereto. This revision reflects the changes required by P.L. 95-166.

The Council is composed of 19 members. One member as provided in the Act is a school administrator, one member is a person engaged in child welfare work, one member is a person engaged in vocational education work, one member is a nutrition expert, one member is a school food service management expert, one member is a State superintendent of schools (or the equivalent thereof), one member is a supervisor of a school lunch program in an urban area, one member is a supervisor of a school lunch program in a rural area, one member is a State school lunch director (or the equivalent thereof), one member is a person serving on the school board, one member is a classroom teacher, two members are parents of children in schools that participate in the school lunch program, two members are senior high school students who participate in the school lunch program and four members are officers or employees of the Department of Agriculture especially qualified to serve on the Council because of their education, training, experience, and knowledge in matters relating to child food programs. To the extent practicable, the Council will have ethnic, racial and sexual balance. The Secretary of Agriculture appoints members to the Council.

The fifteen members of the Council appointed from outside the Department of Agriculture are appointed for two-year terms except for one student and one parent, and they will serve one-year terms. The terms are staggered so approximately one-half of the Council retires each year.

The Council shall meet at the call of the Chairman but shall meet at least once a year.

Eight members shall constitute a quorum, and a vacancy on the Council shall not affect its powers.

It shall be the function of the Council to make a study of the operation of programs carried out under the National School Lunch Act, the Child Nutrition Act of 1966, and any related Act under which meals are provided for children, with a view to determining how such programs may be improved. The duties of the Council are to submit to the President and the Congress annually a written report of the results of its study with such recommendations for administrative and legislative changes as it deems appropriate. The Council was established by the Congress to carry out the above functions on a continuing basis.

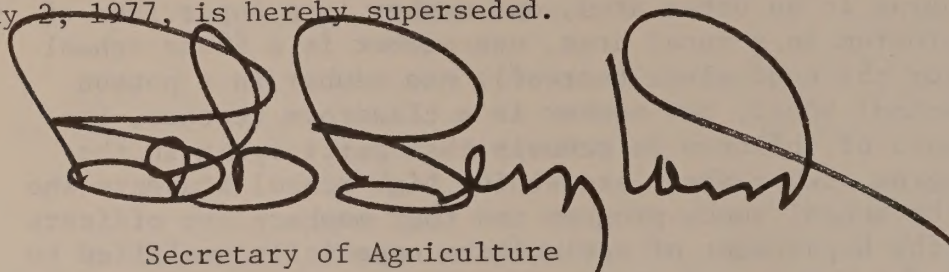
The Food and Nutrition Service of the Department of Agriculture provides the Council with such technical and other assistance, including secretarial and clerical assistance, as may be required to carry out its functions under this Act.

Members of the Council serve without compensation but receive reimbursement for necessary travel and subsistence expenses incurred by them in the performance of the duties of the Council.

The Assistant Secretary for Food and Consumer Services is Council Chairperson, and the Administrator of the Food and Nutrition Service is Vice Chairperson. The Deputy Administrator for Special Nutrition Programs, Food and Nutrition Service, serves as the Executive Secretary of the Council.

Estimated Annual Operating Cost: See attachment.

This Memorandum serves as the charter for the National Advisory Council on Child Nutrition. Secretary's Memorandum No. 1725, Revised, dated May 2, 1977, is hereby superseded.

A large, stylized handwritten signature in black ink, appearing to read "B. B. Bennett", is written over the printed name of the Secretary of Agriculture.

Secretary of Agriculture

Estimated Annual Operating Cost

This estimate includes all private and public funds to be spent by or on behalf of the Council as shown below. Funds for the direct operation of the Council, including travel expenses for Council members, are Federal funds.

a.	Federal funds which will be used to support, directly or indirectly, the operation of the Council.	<u>\$450.00</u>
b.	Dollar value of the time and expenses which will be incurred by Federal agencies and employees in assisting on the operation of the Council.	<u>\$20,000</u>
c.	Travel expenses, including per diem or subsistence, which will be incurred by Council members and by Department employees in attending meetings of the Advisory Council, including travel performed in support of the Council operation.	<u>\$12,050</u>
d.	All expenses which will be paid by sources outside the Government including, but not limited to, those paid by the Council members or their employers, corporations, organizations, associations or labor organizations.	<u>None</u>
	Total Cost	<u>\$32,500</u>
	Total Man-Year of Staff Support	<u>1</u>

Estimated Number and Frequency of Meetings:

It is anticipated that the Council will meet twice each calendar year at the call of the Chairman.

The Government of the United States
has the honor to acknowledge the receipt of your letter of the 10th inst.
in relation to the matter of the proposed amendment to the
constitution of the United States, and to inform you that the
same has been forwarded to the proper authorities for their
consideration. It is the policy of the Government to
maintain the integrity of the constitution, and to
prevent any unauthorized changes from being made.

Very respectfully,
Your obedient servant,
John F. Kennedy
Secretary of the United States

Enclosed for the Secretary of the United States
are two copies of the proposed amendment to the
constitution of the United States, and a copy of the
report of the committee on the subject.



UNITED STATES DEPARTMENT OF AGRICULTURE
DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

NOV 13 1978

SUBJECT: Revision, Secretary's Memorandum No. 1725,
The National Advisory Council on Child Nutrition

TO: Bob Bergland
Secretary

Attached for your signature is a revision of the charter of the National Advisory Council on Child Nutrition in Secretary's Memorandum No. 1725, Revised. The revisions reflect changes made in Public Law 95-166 which expanded the membership of the Council and changed the length of the terms of the members from three to two years. These changes must be made in the charter so that the Council may function officially.

A handwritten signature in dark ink, reading "Carol Tucker Foreman", is written over the typed name.

CAROL TUCKER FOREMAN
Assistant Secretary
for Food and Consumer Services

Attachment

UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD AND NUTRITION SERVICE

WASHINGTON, D.C. 20250

WASHINGTON, DC 20250

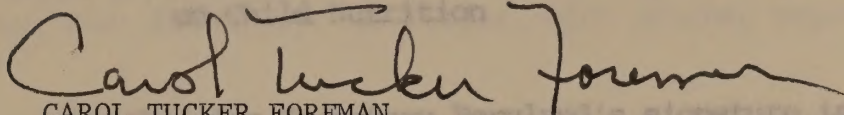
REPLY TO
ATTN OF: FNS:SPD:400

SUBJECT: Revision, Secretary's Memorandum No. 1725,
The National Advisory Council on Child Nutrition

AUG 23 1978

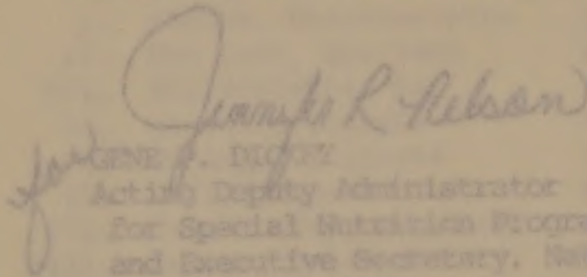
TO: Bob Bergland
Secretary

Attached for your signature is a revision of Secretary's Memorandum No. 1725 which constitutes the Charter of the National Advisory Council on Child Nutrition. The revision implements provisions of Public Law 95-166 expanding membership from 15 to 19 members, and changing the length of term from three to two years.



CAROL TUCKER FOREMAN
Assistant Secretary
for Food and Consumer Services

Attachment



GENE P. DWYER
Acting Deputy Administrator
for Special Nutrition Programs
and Executive Secretary, National Advisory
Council on Child Nutrition

Attachment

UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD AND NUTRITION SERVICE

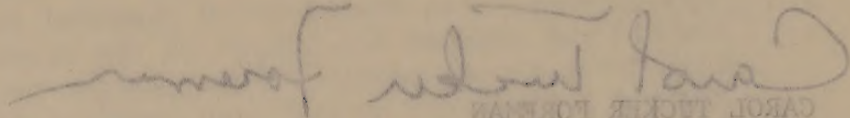
WASHINGTON, DC 20250

REPLY TO
ATTN OF FNS:SPD:400

SUBJECT: Revision, Secretary's Memorandum No. 1725,
The National Advisory Council on Child Nutrition

TO: Bob Bergland
Secretary

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Memorandum No. 1725 which constitutes the Charter of the
National Advisory Council on Child Nutrition. The revision
implements provisions of Public Law 95-166 expanding member-
ship from 15 to 19 members, and changing the length of term
from three to two years.



CAROL TUCKER FOREMAN
Assistant Secretary
for Food and Consumer Services

Attachment

UNITED STATES DEPARTMENT OF AGRICULTURE

FOOD AND NUTRITION SERVICE

WASHINGTON, D.C. 20250

cc - Jodie

April 19 1978

AUG 23 1978

SUBJECT: Revision of Charter, National Advisory Council
on Child Nutrition

TO: Carol Tucker Foreman
Assistant Secretary
for Food and Consumer Services
and Chairwoman, National Advisory Council
on Child Nutrition

Thru: Lewis B. Straus
Administrator
Food and Nutrition Service
and Vice-Chairman, National Advisory Council
on Child Nutrition

Attached for Secretary Bergland's signature is a further revision of Secretary's Memorandum No. 1725, Revised, the charter of the National Advisory Council on Child Nutrition. The revisions reflect the changes made in Public Law 95-166 to increase the membership of the Council and to shorten the term of each member from three to two years. These revisions to the Charter are necessary so that the Council may continue to function officially.

for *Jenny R Nelson*
GENE P. DICKEY
Acting Deputy Administrator
for Special Nutrition Programs
and Executive Secretary, National Advisory
Council on Child Nutrition

Attachment

These offices will use resources of Department agencies as may be required for bringing Agriculture program interests to the Council's attention and to provide for Agriculture program input to and coordination with Federal Regional Council activities.

This Memorandum supersedes unnumbered Secretary's Memorandums dated June 7, 1969 and February 22, 1971.

CLIFFORD N. BARNER
Secretary

COMMITTEES Federal Regional Councils



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

April 19 1971

SECRETARY'S MEMORANDUM NO. 1726

Federal Regional Councils

The Federal Regional Councils were established by President Nixon on March 27, 1969. The Regional boundaries and headquarters are shown on the map on the reverse hereof.

In directing the establishment of these Federal Regional Councils, the President stated: "The Regional Council is a coordinating body on which each of the involved agencies is represented. It offers an excellent means through which the various arms of the Federal Government can work closely together in defining problems, devising strategies to meet them, eliminating friction and duplications, and evaluating results. Such councils can make it possible for the Federal Government to speak consistently and with a single voice in its dealings with States and localities, with private organizations, and with the public."

The Department serves as an ad hoc member on these Councils. To strengthen Agriculture program coordination with or participation in Federal Regional Council activities, the following agency field officials are designated as Secretary's Liaison Representative to the Federal Regional Councils indicated:

<u>Federal Regional Council</u>	<u>Secretary's Liaison Representative</u>
I. Boston, Massachusetts	Byron S. Peterson, SRS
II. New York, New York	Wallace Warren, FNS
III. Philadelphia, Pa.	Philip L. Thornton, FS
IV. Atlanta, Georgia	D. A. Craig, FS
V. Chicago, Illinois	Dennis Doyle, FNS
VI. Dallas, Texas	Martin Garber, FNS
VII. Kansas City, Missouri	Carl Heaton, ASCS
VIII. Denver, Colorado	William Lucas, FS
IX. San Francisco, Calif.	Douglas R. Leisz, FS
X. Seattle, Washington	Michael Horan, FHA

These officials may call on resources of Department agencies as may be required for bringing Agriculture program interests to the Council's attention and to provide for Agriculture program input to and coordination with Federal Regional Council activities.

This Memorandum supersedes unnumbered Secretary's Memorandums dated June 7, 1969 and February 22, 1971.

Clifford M. Hardin

CLIFFORD M. HARDIN
Secretary

COMMITTEES *(Federal Regional Councils)*



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

April 1, 1977

SECRETARY'S MEMORANDUM NO.

Federal Regional Councils

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Wallace Warren, FNS	II. New York, New York
Philip L. Thornton, FS	III. Philadelphia, Pa.
D. A. Craig, PS	IV. Atlanta, Georgia
Daniel Doyle, FNS	V. Chicago, Illinois
Martin Garber, FNS	VI. Dallas, Texas
Carl Weston, ASGS	VII. Kansas City, Missouri
William Lucas, FS	VIII. Denver, Colorado
Douglas E. Leiss, FS	IX. San Francisco, Calif.
Michael Moran, FNA	X. Seattle, Washington

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This Memorandum supersedes unnumbered Secretary's Memorandums dated June 7, 1969 and February 22, 1971.

CLIFFORD M. HARDIN
Secretary

COMMITTEE (Federal Regional Councils)



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

October 15 1971

SECRETARY'S MEMORANDUM NO. 1726, SUPPLEMENT 1

Federal Regional Councils

Mr. J. Vernon Martin, State Conservationist, Soil Conservation Service, U.S. Department of Agriculture, Columbia, Missouri, is designated as Secretary's Liaison Representative to the Kansas City, Missouri, Federal Regional Council, Region VII, vice Mr. Carl Heaton, Agricultural Stabilization and Conservation Service, relieved.

Clifford M. Hardin
Secretary of Agriculture

COMMITTEES

(Federal Regional Councils)

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250



October 18 1971

SECRETARY'S MEMORANDUM NO. 1736, SUPPLEMENT 1

Federal Regional Councils

Mr. J. Vernon Martin, State Conservationist, Soil Conservation Service, U.S. Department of Agriculture, Columbia, Missouri, is designated as Secretary's Liaison Representative to the Kansas City, Missouri, Federal Regional Council, Region VII, vice Mr. Carl Heston, Agricultural Stabilization and Conservation Service, relieved.

W. J. Martin
Secretary of Agriculture



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

February 7 6, 1972.

SECRETARY'S MEMORANDUM NO. 1726, SUPPLEMENT 2

Federal Regional Councils

Mr. Robert D. Raisch, Director, Northeastern Area, Forest Service, U.S. Department of Agriculture, Upper Darby, Pennsylvania, is designated as Secretary's Liaison Representative to the Philadelphia, Pennsylvania, Federal Regional Council, Region III, vice Mr. Philip L. Thornton, Forest Service, relieved.

Earl L. Buttz

Secretary of Agriculture

Earl L. Buttz

Earl L. Buttz
Secretary of Agriculture

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250



February 2, 1956

SECRETARY'S MEMORANDUM NO. 1756, SUPPLEMENT 2

Federal Regional Councils

Mr. Robert W. Nelson, Director, Northeastern Area, Forest Service, U.S. Department of Agriculture, Upper Merion, Pennsylvania, is designated as Secretary's Liaison Representative to the Philadelphia, Pennsylvania, Federal Regional Council, Region III, vice Mr. Philip L. Thornton, Forest Service, relieved.

Secretary of Agriculture

COMMITTEE



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

March 8, 1972.

SECRETARY'S MEMORANDUM No. 1726, SUPPLEMENT 3

Federal Regional Councils

Mr. John P. Orcutt, Director, Western Area, Office of Intergovernmental Affairs, Office of the Secretary, U.S. Department of Agriculture, Denver, Colorado, is designated as Secretary's Liaison Representative to the Denver Federal Regional Council, Region VIII, vice Mr. William M. Lucas, Forest Service, relieved.

Mr. Stanley I. Trenhaile, Office of Intergovernmental Affairs, Office of the Secretary, U.S. Department of Agriculture, Denver, Colorado, is designated as Secretary's Liaison Representative to the Seattle, Washington, Federal Regional Council, Region X, vice Mr. Michael C. Horan, Farmers Home Administration, relieved.

Mr. Elvin A. Adamson, Office of the Secretary, U.S. Department of Agriculture, Lincoln, Nebraska, is designated as Secretary's Liaison Representative to the Kansas City, Missouri, Federal Regional Council, Region VII, vice Mr. J. Vernon Martin, Soil Conservation Service, relieved.

EARL L. BUTZ
Secretary of Agriculture

COMMITTEES (Federal Regional Councils)



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

March 8, 1972

SECRETARY'S MEMORANDUM NO. 1736, SUPPLEMENT 2

Federal Regional Council

Mr. John P. Groat, Director, Western Area, Office of
Intergovernmental Affairs, Office of the Secretary, U.S.
Department of Agriculture, Denver, Colorado, is designated
as Secretary's Liaison Representative to the Denver Federal
Regional Council, Region VIII, vice Mr. William M. Lucas,
Forest Service, relieved.

Mr. Stanley I. Tremblay, Office of Intergovernmental Af-
fairs, Office of the Secretary, U.S. Department of Agriculture,
Denver, Colorado, is designated as Secretary's Liaison
Representative to the Seattle, Washington, Federal Regional
Council, Region X, vice Mr. Michael G. Horn, Bureau of Home
Administration, relieved.

Mr. Edwin A. Anderson, Office of the Secretary, U.S. Depart-
ment of Agriculture, Lincoln, Nebraska, is designated as
Secretary's Liaison Representative to the Kansas City,
Missouri, Federal Regional Council, Region VII, vice Mr.
J. Vernon Martin, Soil Conservation Service, relieved.

Paul L. Butz

PAUL L. BUTZ
Secretary of Agriculture

COMMITTEE (Federal Regional Council)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

April 26 1971

SECRETARY'S MEMORANDUM NO. 1727

Young Executives Committee

This Administration is committed to making a substantial improvement in the Department of Agriculture. Throughout the Department of Agriculture we have many talented young executives who are in positions of high responsibility within their agencies. In an effort to increase their involvement in broad interagency matters, I am hereby establishing a Young Executives Committee.

This Committee will bring together individuals from all of the agencies and offices of U.S.D.A. to work on issues of departmentwide concern which are generated by the Office of the Secretary, the agencies, and by the Committee itself. In this manner, it will serve to bring additional insights and perspectives to departmental problems and opportunities.

1. OBJECTIVES. Throughout the Department of Agriculture we have many talented young executives who are in positions of high responsibility within their agencies. In an effort to increase their involvement in broad interagency matters, I am hereby establishing a Young Executives Committee.

2. MEMBERSHIP. Committee members will be nominated by the agencies and the Secretary's staff. Each agency administrator and office director may nominate from one to three individuals. Selection will be made on a nationwide basis. Nominees must be 40 years of age or under, and GS-12 or above. Members will normally be appointed for one fiscal year, with the exception of the first group whose appointments will run through the end of fiscal year 1972.

The Committee will be chaired by the Under Secretary. The Chairman shall appoint an Executive Secretary and any other officers from among the membership, with the concurrence of the members.

The Under Secretary, as Chairman of the Program and Budget Review Committee, is responsible for overall planning and budgeting in the Department. The Program and Budget Review Committee will continue to provide a forum for coordinated policy review of program and budget issues. I will personally participate in the evaluation and approval of the Department's program and financial plans.

The Office of Planning and Evaluation (formerly the PEP Staff), reporting to the Under Secretary, will coordinate and conduct special analytic studies, review and help prepare the Program and Financial Plan, analyze the effectiveness of programs designed to achieve major Department objectives, and provide staff assistance to the Program and Budget Review Committee. The Director of the Office of Planning and Evaluation will work in close cooperation with the agencies and staff offices of the Department, especially with the Office of Budget and Finance and the Office of Management Improvement.

COMMITTEES

(Young Executive)

April 28 1971

SECRETARY'S MEMORANDUM NO. 1927

Young Executives Committee

1. OBJECTIVES. Throughout the Department of Agriculture we have many talented young executives who are in positions of high responsibility within their agencies. In an effort to increase their involvement in broad interagency matters, I am hereby establishing a Young Executives Committee.

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The Committee will be chaired by the Under Secretary. The Chairman shall appoint an Executive Secretary and any other officers from among the membership, with the concurrence of the members.

[Handwritten signature]

[Handwritten initials]

COMMITTEE (Young Executives)

ORGANIZATION

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

SECRETARY'S MEMORANDUM NO. ^{April 28 1971} 1728

Planning and Budgeting System

This Administration is committed to making a substantial improvement in the efficiency and effectiveness of Government programs. For the Department to do its part in meeting this objective, a more intensive effort must be made to provide systematic and rigorous analysis and evaluation of existing and proposed programs.

Specialized staff assistance in each agency, as well as at the Department level, is essential. Permanent Department and agency planning staffs, operating within the framework of overall policy guidance, will:

1. Continue to develop and maintain a comprehensive multi-year program planning and budgeting framework for USDA, relating the various activities of all agencies to national goals and objectives.
2. Conduct comprehensive studies to assist in defining program objectives in specific terms capable of being analyzed.
3. Identify useful measures of program results and effectiveness.
4. Develop and compare alternative ways of accomplishing program objectives.
5. Evaluate the effectiveness of on-going programs in achieving planned results.

The Under Secretary, as Chairman of the Program and Budget Review Committee, is responsible for overall coordination of all program planning and budgeting in the Department. The Program and Budget Review Committee will continue to provide a means for coordinated policy review of program and budget issues. I will personally participate in the evaluation and approval of the Department's program and financial plans.

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UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

April 29 1957

SECRETARY'S MEMORANDUM NO.

Planning and Budgeting System

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DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

-2-

Each Assistant Secretary and Director is responsible for assuring that his agencies have adequate staff resources available to analyze the effectiveness of agency programs and participate in special studies. At a minimum, the head of each of the following agencies should have a staff of highly competent personnel who will be available to assist him on a full-time basis in this effort.

Agricultural Research Service	Food and Nutrition Service
Agricultural Stabilization and Conservation Service	Foreign Agricultural Service
Consumer and Marketing Service	Forest Service
Export Marketing Service	Rural Electrification Administration
Farmers Home Administration	Soil Conservation Service

Agency analytic staffs should report directly to top program policy officials in the agency.

The Director of Agricultural Economics will continue to be responsible for coordinating economic analyses and statistical activities in the Department. In carrying out this responsibility, he will use the Office of Planning and Evaluation, and any other staff resources of the Department as required, to carry out needed economic analyses.

This memorandum supersedes Secretary's Memorandum No. 1675, dated December 20, 1969.

Clifford M. Hardin
Secretary of Agriculture

Each Assistant Secretary and Director is responsible for ensuring that his agency has adequate staff resources available to analyze the effectiveness of agency programs and participate in special studies. At a minimum, the head of each of the following agencies should have a staff of highly competent personnel who will be available to assist him on a full-time basis in this effort.

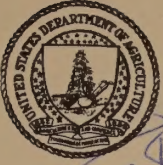
- | | |
|--------------------------------------|---|
| Food and Nutrition Service | Agricultural Research Service |
| Foreign Agricultural Service | Agricultural Stabilization and Conservation Service |
| Forest Service | Consumer and Marketing Service |
| Rural Electrification Administration | Export Marketing Service |
| Soil Conservation Service | Farmers Home Administration |

Agency analytic staffs should report directly to top program policy officials in the agency.

The Director of Agricultural Economics will continue to be responsible for coordinating economic analyses and statistical activities in the Department. In carrying out this responsibility, he will use the Office of Planning and Evaluation, and any other staff resources of the Department as required, to carry out needed economic analyses.

This memorandum supersedes Secretary's Memorandum No. 1875, dated December 20, 1969.

Clifford J. Hansen
Secretary of Agriculture



1777
Harkin
June 4, 1971

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

1728
April 28, 1971

November 12, 1965

MEMORANDUM

TO: Agency Heads

FROM: Howard W. Hjort *Howard W. Hjort*

SUBJECT: Planning-Programming-Budgeting System

The first step in establishing the Planning-Programming-Budgeting System in the Department is selecting staffs. Our next step is to develop a "program structure" for the Department (program structure is discussed on page 4 of the Budget Bureau Bulletin No. 66-3 which you have).

Attached is a list of tentative program categories for the Department which begin to make up a potential program structure. This list was forwarded to the Director of the Budget Bureau on October 27. We have a clear understanding with Budget Bureau personnel that this set of program categories is tentative. They recognize that a final determination of program categories for this year cannot be made until a detailed review of the Department's activities has been made.

I have selected an initial group of 10 persons to serve as the central staff for Planning-Programming-Budgeting. They begin work immediately.

Their first assignment is to develop a program structure for approval by the Secretary after appropriate discussion and review. The Department's program structure should be approved by February 1, 1966, according to the Budget Bureau schedule.

The central staff cannot develop a program structure for the Department without the assistance of agency staffs. To move forward on this extremely important phase of our work, I would appreciate knowing who you have selected or designated to serve as your staff as soon as possible.

Attachment

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



December 11, 1935

MEMORANDUM

TO: Mr. Clegg

FROM: Mr. E. A. Mearns

SUBJECT: Proposed Investigation of the

The first step in conducting the proposed investigation is to determine the scope of the work. It is suggested that the investigation be limited to the study of the various factors which enter into the production of the various types of products which are produced in the various States of the Union.

It is suggested that the investigation be conducted in the following manner: First, a list of the various States of the Union should be prepared. Second, a list of the various types of products which are produced in each of these States should be prepared. Third, a list of the various factors which enter into the production of each of these products should be prepared. Fourth, a list of the various methods which are used in the production of each of these products should be prepared. Fifth, a list of the various persons who are engaged in the production of each of these products should be prepared.

I have the honor to acknowledge the receipt of your letter of the 10th inst. and in reply to inform you that the proposed investigation is being considered by the Department.

The first step in conducting the proposed investigation is to determine the scope of the work. It is suggested that the investigation be limited to the study of the various factors which enter into the production of the various types of products which are produced in the various States of the Union.

The second step in conducting the proposed investigation is to determine the methods which are used in the production of the various types of products which are produced in the various States of the Union. It is suggested that the investigation be limited to the study of the various methods which are used in the production of the various types of products which are produced in the various States of the Union.

Attachment

PROGRAM CATEGORIES

1. Adequate Supply of Farm and Forest Products
(Includes conservation and development of land, water and forest resources; research designed to enhance our future capacity to produce farm and forest products; storage operations for adequate reserve stocks; etc.).
2. Protect and Enhance Income Position of Commercial Farm Families
(Includes price support programs; programs designed to withhold excess productive capacity; and supporting research).
3. Improving Efficiency of Marketing System
(Includes marketing research; market news; Commodity Exchange Authority, etc.).
4. Improved Quality and Variety of Farm and Forestry Products
(Includes research to develop new products, new uses, improve quality, product grading activities; etc.).
5. Improved Food Diets and Nutrition
(Includes food distribution programs; nutrition research, etc.).
6. Protect Human Health
(Includes meat and poultry inspection; pesticide regulation and research, pollution control; etc.).
7. Enhance Development of Rural People
(Includes Job Corps; Extension education and development activity, including work with youth, low-income families; research on human development problems, etc.).
8. Rural Community Improvement
(Includes water and sewer systems loans; telephone and electricity; RC&D; Rural Renewal; RCDS).
9. Provide Adequate Housing in Rural Areas
(Housing Loans, grants and related research).

10. Recreation and Natural Beauty

(Forest Service recreation, wildlife and natural beauty programs; part of CCP and CAP -- hunting, fishing, other recreation, etc.).

11. World Trade Expansion

(Includes food fairs and other market development activities; Title IV of P.L. 480; international negotiations; supporting research).

12. Foreign Food and Development Assistance

(Food and technical assistance programs and supporting research, etc.).

13. Non-Mission Oriented Basic Research

(Residual category for research activities unable to allocate to above objectives).

14. General Administration and Program Support

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

April 28 1971

SECRETARY'S MEMORANDUM NO. 1729

National Cotton Advisory Committee

The Department of Agriculture has need to draw on the knowledge and experience of cotton producers and representatives of the industry in carrying out its legal responsibilities for current and future cotton programs.

To accomplish this, I hereby establish a National Cotton Advisory Committee. The Committee will meet at the call of the Chairman. The Committee shall terminate two years from the date of this memorandum. Establishment of this Committee is in the public interest in connection with the performance of duties conferred on this Department by law.

The function of the Committee shall be to advise the Secretary and other officials on domestic and export requirements for cotton, production adjustment and stabilization programs, and other matters relating to this commodity.

Members will be appointed by the Secretary. Funds will be available for reimbursement of travel and per diem expenses in accordance with applicable regulations of the Department of Agriculture.

The Assistant Secretary for International Affairs and Commodity Programs will be Chairman. The Administrator of the Agricultural Stabilization and Conservation Service will be Vice-Chairman. The General Sales Manager of the Export Marketing Service will be Associate Vice-Chairman. The Director of the Cotton Division of the Agricultural Stabilization and Conservation Service will serve as Executive Secretary.

This memorandum supersedes Secretary's Memorandum 1481, dated November 17, 1961.

Clifford M. Hardin

Clifford M. Hardin
Secretary of Agriculture

COMMITTEES

(Cotton National Advisory)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

April 28 1951

SECRETARY'S MEMORANDUM NO. 4

National Cotton Advisory Committee

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The Assistant Secretary for International Affairs and Commodity Programs will be Chairman. The Administrator of the Agricultural Stabilization and Conservation Service will be Vice-Chairman. The General Sales Manager of the Export Marketing Service will be Associate Vice-Chairman. The Director of the Cotton Division of the Agricultural Stabilization and Conservation Service will serve as Executive Secretary.

This memorandum supersedes Secretary's Memorandum 1481, dated November 17, 1941.

Clifford M. Hardin

Clifford M. Hardin
Secretary of Agriculture

(Cotton Division of Agriculture)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

May 13 1971

SECRETARY'S MEMORANDUM NO. 1730

Proposed Establishment of a Rural Development Service

1. PURPOSE. Legislation proposed by the President and now pending before the Congress would establish a revenue sharing program for rural development. The proposed legislation is designed to give citizens of States and local communities more effective tools and greater financial resources for dealing with rural community development problems than in the past. The needs, problems, conditions, and opportunities for promoting economic and social development of rural areas are matters that are of special concern to, and within the particular competence of, those who live in the communities affected.

In addition, there is a growing need for more effective overall coordination and planning of the programs of USDA and other Departments and Agencies of the Federal Government that can be brought to bear on the problems of rural America.

2. FUNCTIONS ASSIGNED. In order to improve the effectiveness of the Government's efforts to assist in meeting the needs of rural communities, I propose to establish a new Agency in the Department of Agriculture, to be known as the Rural Development Service. The Rural Development Service will report to the Secretary's Office.

There will be transferred to the Rural Development Service the functions now performed by the Deputy Under Secretary for Rural Development. In addition, upon enactment of the legislation, the Service will be assigned all the functions under the proposed rural community development revenue sharing program, with the exception of audit functions which will be assigned to the Office of the Inspector General.

3. MANAGEMENT SUPPORT ACTIVITIES. Support activities such as accounting, budget, personnel, and other administrative services which are required by the new agency will be provided by the Office of Management Services.

4. INCIDENTAL TRANSFERS. The Assistant Secretary for Administration will approve such transfers of funds, records, property, space, and personnel as are involved in the organizational assignment when it becomes effective.

ORGANIZATION 1 (Rural Development Service)

May 18 1971

SECRETARY'S MEMORANDUM NO. 1730

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ORGANIZATION (Rural Development Service)

SECRETARY'S MEMORANDUM NO. 1739, (EXHIBIT 1)

5. PUBLIC NOTICE. In accordance with Reorganization Plan No. 2 of 1953, the Department is giving advance public notice of delegations of functions proposed to be made and will afford interested persons opportunity to place before the Department their views with respect thereto. In order to be considered, comments must be received by June 30, 1971.

Clifford M. Hardin
Secretary of Agriculture

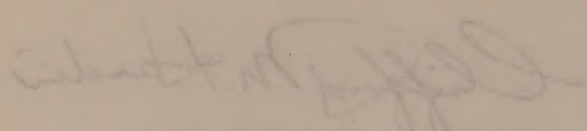
Therefore, effective immediately, I am reorganizing the Rural Development Service under the direction of Dr. Henry L. Anderson, Deputy Under Secretary for Rural Development, who will report directly to me.

2. MANAGEMENT SUPPORT ACTIVITIES. Support activities such as accounting, budget, personnel, and other administrative services which are required by the new agency will be provided by the Office of Management Services.

2. INCIDENTAL TRANSFERS. All funds, records, property, space, and personnel previously assigned to the Deputy Under Secretary for Rural Development are hereby transferred to the Rural Development Service.

Clifford M. Hardin
Secretary of Agriculture
Clifford M. Hardin

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Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

September 3 1971

SECRETARY'S MEMORANDUM NO. 1730, SUPPLEMENT 1

Establishment of the Rural Development Service

1. FUNCTIONS ASSIGNED. Secretary's Memorandum No. 1730 of May 13, 1971, announced a proposal to establish a Rural Development Service to assume all functions now performed by the Deputy Under Secretary for Rural Development, and, in addition, upon enactment of the proposed legislation, to carry out all functions under the rural community development revenue sharing program, with the exception of the audit function which will be assigned to the Office of the Inspector General. The Department at that time gave public notice of the proposed action and invited comments from interested persons and groups. Response has been favorable.

Therefore, effective immediately, I am establishing the Rural Development Service under the direction of Dr. Henry L. Ahlgren, Deputy Under Secretary for Rural Development, who will report directly to me.

2. MANAGEMENT SUPPORT ACTIVITIES. Support activities such as accounting, budget, personnel, and other administrative services which are required by the new agency will be provided by the Office of Management Services.

3. INCIDENTAL TRANSFERS. All funds, records, property, space, and personnel previously assigned to the Deputy Under Secretary for Rural Development are hereby transferred to the Rural Development Service.

Clifford M. Hardin

Secretary of Agriculture

Clifford M. Hardin

September 2, 1971

SECRETARY'S MEMORANDUM NO. 1730, SUPPLEMENT 1

Establishment of the Rural Development Service

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- Therefore, effective immediately, I am establishing the Rural Development Service under the direction of Dr. Henry L. Aiken, Deputy Under Secretary for Rural Development, who will report directly to me.
2. MANAGEMENT SUPPORT ACTIVITIES. Support activities such as accounting, budget, personnel, and other administrative services which are required by the new agency will be provided by the Office of Management Services.
3. INCIDENTAL TRANSFERS. All lands, records, property, space, and personnel previously assigned to the Deputy Under Secretary for Rural Development are hereby transferred to the Rural Development Service.

Clifford M. Hardin

Secretary of Agriculture

Clifford M. Hardin

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

May 20 1971

SECRETARY'S MEMORANDUM NO. 1731

Plant Variety Protection Board

The Plant Variety Protection Act (P.L. 91-577) was enacted to encourage the development of novel varieties of sexually reproduced plants and to make them available to the public by providing protection to those who breed, develop or discover them. The Act provides in part:

"The Secretary shall appoint a Plant Variety Protection Board. The Board shall consist of individuals who are experts in various areas of varietal development covered by this Act. Membership of the Board shall include farmer representation and shall be drawn approximately equally from the private or seed industry sector and from the sector of government or the public. The Secretary or his designee shall act as chairman of the Board without voting rights except in case of ties."

In accordance with this provision the Plant Variety Protection Board is hereby established. The Board will advise the Secretary concerning the adoption of rules and regulations to facilitate the proper administration of this Act and make advisory decisions on all appeals from denials of applications. The Board shall determine whether to act as a full Board or by panels it selects; and whether to review advisory decisions made by a panel. For service on such appeals, the Board may select, as temporary members, experts in the area to which the particular appeal relates. The Board will also advise the Secretary on all questions under Section 44 of the Act, "Public Interest in Wide Usage."

Board members will be appointed by the Secretary, will serve for a period of two years, and will meet at the request of the Chairman. Each member shall have an alternate, appointed in the same manner and for the same period, who shall serve in the absence of the regular member.

Funds are available for reimbursement of travel and per diem expenses of Board members in accordance with applicable regulations of the Department.

The Assistant Secretary for Marketing and Consumer Services will be the Chairman of the Board. The Director of the Grain Division, Consumer and Marketing Service, will be the Vice Chairman, and the Officer in Charge, Plant Variety Protection Office, will be the Executive Secretary.

Clifford M. Hardin
Secretary of Agriculture

COMMITTEES

(Bd. Plant Variety Protection)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

May 20 1971

SECRETARY'S MEMORANDUM NO. 1731

Plant Variety Protection Board

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In accordance with this provision the Plant Variety Protection Board is hereby established. The Board will advise the Secretary concerning the adoption of rules and regulations to facilitate the proper administration of this Act and make advisory decisions on all appeals from denials of applications. The Board shall determine whether to act as a full Board or by panels it selects; and whether to review advisory decisions made by a panel. For service on such appeals, the Board may select, as temporary members, experts in the area to which the particular appeal relates. The Board will also advise the Secretary on all questions under Section 44 of the Act, "Public Interest in Wide Usage."

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Funds are available for reimbursement of travel and per diem expenses of Board members in accordance with applicable regulations of the Department.

The Assistant Secretary for Marketing and Consumer Services will be the Chairman of the Board. The Director of the Grain Division, Consumer and Marketing Service, will be the Vice Chairman, and the Officer in Charge, Plant Variety Protection Office, will be the Executive Secretary.

Secretary of Agriculture

COMMITTEE (Sub. Plant Variety Protection)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

March 12, 1973.

SECRETARY'S MEMORANDUM NO. 1731, REVISED, SUPPLEMENT 1

Plant Variety Protection Board

Secretary's Memorandum 1731, Revised, dated September 3, 1971, which established the Plant Variety Protection Board as required by the Plant Variety Protection Act (7 U.S.C. 2327), is amended by deleting the words "denials of applications" from the second sentence of paragraph two and inserting in lieu thereof:

"the examiner or Commissioner. The Board also advises the Secretary on any matters under the regulations and rules of practice."

Secretary's Memorandum No. 1731, Revised, is further amended to include the following information as required by Public Law 92-463, the Federal Advisory Committee Act:

- The functions of the Board could not reasonably be completed in less than two years.
- An estimated two meetings shall be called by the Chairman as the need arises to perform the functions of the Board.
- The Plant Variety Protection Office, Grain Division, Agricultural Marketing Service provides the necessary Board support.
- Annual operating costs are estimated as follows:

Man-years - 0.1

Amount - \$4,000 (Includes per diem and travel costs as well as staff support costs based on hourly salary rates of Federal employees who support the Board's activities, but whose salaries would continue were the Board terminated.)

- The Board reports to the Assistant Secretary for Marketing and Consumer Services.

Earl L. Butz

COMMITTEES (*Board, Plant Variety Protection*)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

SECRETARY'S MEMORANDUM NO. 1731, REVISED, SUPPLEMENT 1

Plant Variety Protection Board

Secretary's Memorandum 1731, Revised, dated September 3, 1971, which established the Plant Variety Protection Board as required by the Plant Variety Protection Act (7 U.S.C. 2132). As amended by deleting the words "details of regulations" from the second sentence of paragraph two and inserting in lieu thereof:

"the Chairman or Commissioner. The Board also advises the Secretary on any matters under the regulations and rules of procedure."

Secretary's Memorandum No. 1731, Revised, is further amended to include the following information as required by 7 U.S.C. 2132-2133, the Federal Advisory Committee Act:

-- The functions of the Board could not reasonably be completed in less than two years.

-- An additional two meetings shall be called by the Chairman as the need arises to perform the functions of the Board.

-- The Plant Variety Protection Office, United States Department of Agriculture, shall provide the necessary Board support.

-- Annual operating costs are estimated as follows:

Man-years - 0.1

Amount - \$4,000 (Includes per diem and travel costs as well as staff support costs based on hourly salary rates of Federal employees who support the Board's activities, but whose salaries would continue were the Board terminated.)

-- The Board reports to the Assistant Secretary for Marketing and Consumer Services.

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100-100000

COMMITTEE

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

September 3 1971

SECRETARY'S MEMORANDUM NO. 1731, REVISED

Plant Variety Protection Board

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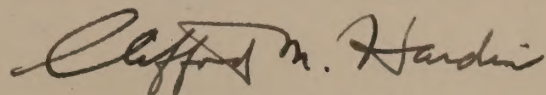
In accordance with this provision the Plant Variety Protection Board is hereby established. The Board will advise the Secretary concerning the adoption of rules and regulations to facilitate the proper administration of this Act and make advisory decisions on all appeals from denials of applications. The Board shall determine whether to act as a full Board or by panels it selects; and whether to review advisory decisions made by a panel. For service on such appeals, the Board may select, as temporary members, experts in the area to which the particular appeal relates. The Board will also advise the Secretary on all questions under Section 44 of the Act, "Public Interest in Wide Usage."

Board members will be appointed by the Secretary, will serve for a period of two years, and will meet at the request of the Chairman.

Funds are available for reimbursement of travel and per diem expenses of Board members in accordance with applicable regulations of the Department.

The Assistant Secretary for Marketing and Consumer Services will be the Chairman of the Board. The Director of the Grain Division, Consumer and Marketing Service, will be the Vice Chairman, and the Officer in Charge, Plant Variety Protection Office, will be the Executive Secretary.

Secretary's Memorandum No. 1731 dated May 20, 1971 is hereby superseded.



Clifford M. Hardin
Secretary of Agriculture

COMMITTEES

(Board Plant Variety Protection)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

September 3 1971

SECRETARY'S MEMORANDUM NO. 1731, REVISED

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Funds are available for reimbursement of travel and per diem expenses of Board members in accordance with applicable regulations of the Department.

The Assistant Secretary for Marketing and Consumer Services will be the Chairman of the Board. The Director of the Grain Division, Consumer and Marketing Service, will be the Vice Chairman, and the Officer in Charge, Plant Variety Protection Office, will be the Executive Secretary.

Secretary's Memorandum No. 1731 dated May 20, 1971 is hereby superseded.

Clifford M. Hardin
Secretary of Agriculture

CONFIDENTIAL (Board Plant Variety Protection)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

May 26 1971

SECRETARY'S MEMORANDUM NO. 1732

The Rural Telephone Bank

The Rural Electrification Act of 1936 has been amended to establish a "Rural Telephone Bank" (Public Law 92-12, approved May 7, 1971). The Rural Telephone Bank is an agency of the United States under the general supervision and direction of the Secretary of Agriculture, and the Administrator of the Rural Electrification Administration is designated to serve as its chief executive officer with the title of Governor. The Rural Telephone Bank is authorized to utilize, partially or jointly, the facilities and the services of employees of any agency of this Department without cost to the Bank.

Accordingly, the Rural Electrification Administration and all other agencies in the Department shall, at the request of the Governor of the Bank, make available to the Bank without cost to it, their facilities and the services of their employees to the extent consistent with the discharge of the other responsibilities of the agency receiving such request from the Governor.

Clifford M. Hardin

Designated by Executive Assistant,
as the overall Department Coordinator.

Calling on our Assistant Secretaries and Administrators
to fill 25% of all vacancies that occur on USDA Advisory
Boards and Committees with well-qualified women who possess
the outstanding technical expertise needed to serve on
Boards or Committees.

The Director of Personnel will issue further instructions on this program.

Clifford M. Hardin

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

May 26 1971

SECRETARY'S MEMORANDUM NO. 1732

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Accordingly, the Rural Electrification Administration and all other agencies in the Department shall, at the request of the Governor of the Bank, make available to the Bank without cost to it, their facilities and the services of their employees to the extent consistent with the discharge of the other responsibilities of the agency receiving such request from the Governor.

Clifford M. Hansen

June 14 1971

SECRETARY'S MEMORANDUM NO. 1733

Appointment of Highly Qualified Women to Important Positions

President Nixon in a MEMORANDUM FOR THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES, April 21, 1971, said "The Nation's many highly qualified women represent an important reservoir of ability and talent that we must draw on to a greater degree. ...We must now clearly demonstrate our recognition of the equality of women by making greater use of their skills in high level positions."

In the same Memorandum, the President directed that we take the following actions:

--Develop and put into action a plan for attracting more qualified women to top appointive positions (GS-16 and up through Presidential appointees) by the end of this calendar year.

--Develop and put into action a plan for significantly increasing the number of women career and appointive in mid-level positions (GS-13 to 15).

--Ensure that substantial numbers of vacancies on Advisory Boards and Committees be filled with well-qualified women.

--Designate an overall Coordinator who will be held responsible for the success of this project.

I have advised the President that this Department will give the fullest cooperation to this effort. To carry out this program I am:

--Designating my Executive Assistant, Mr. E. Fritz Behrens, as the overall Department Coordinator.

--Calling on our Assistant Secretaries and Administrators to fill 25% of all vacancies that occur on USDA Advisory Boards and Committees with well-qualified women who possess the outstanding technical expertise needed to serve on Boards or Committees.

The Director of Personnel will issue further instructions on this Program.

Clifford M. Hardin

PERSONNEL 9

June 1, 1971

SECRETARY'S MEMORANDUM NO. 1122

Appointment of Highly Qualified Women to Important Positions

President Nixon in a MEMORANDUM FOR THE LEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES, April 21, 1971, said "The Nation's many highly qualified women represent an important reservoir of ability and talent that we must draw on to a greater degree. . . . We must not clearly demonstrate our recognition of the equality of women by asking greater use of their skills in high level positions."

In the same Memorandum, the President directed that we take the following actions:

--Develop and put into effect a plan for attracting more qualified women to top appointive positions (GS-16 and up) through Presidential appointments by the end of this calendar year.

--Develop and put into effect a plan for significantly increasing the number of women career and appointive in mid-level positions (GS-13 to 15).

--Ensure that substantial numbers of vacancies on Advisory Boards and Committees be filled with well-qualified women.

--Designate an overall Coordinator who will be held responsible for the success of this project.

I have advised the President that this Department will give the fullest cooperation to this effort. To carry out this program I am:

--Designating my Executive Assistant, Mr. E. Fritz Hefner, as the overall Department Coordinator.

--Calling on our Assistant Secretaries and Administrators to fill 25% of all vacancies that occur on USA Advisory Boards and Committees with well-qualified women who possess the outstanding technical expertise needed to serve on Boards or Committees.

The Director of Personnel will issue further instructions on this Program.

Handwritten signature

PERSONNEL

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

June 21 1971

SECRETARY'S MEMORANDUM NO. 1734

Revised Procedures for Formal Employee Grievances
and Adverse Action Appeals

BACKGROUND: Civil Service Commission Regulations now require that all formal employee grievances and adverse action appeals be heard by fully trained and qualified examiners. Therefore, a centralized staff of examiners is being established in the Office of Personnel and the Office of Hearing Examiners. These examiners will make findings and recommendations in each case and refer them to the agency head having jurisdiction over the employee involved in the matter. When the agency head rejects the findings and recommendations of the examiner, the Director of Personnel will make the final decision within the Department.

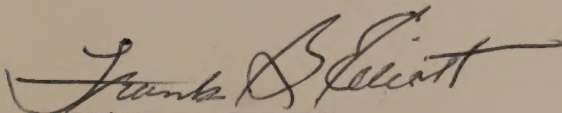
RESPONSIBILITIES OF THE OFFICE OF PERSONNEL: The Office of Personnel shall have primary responsibility for all formal grievance actions where no formal hearing is necessary. Generally any grievance actions in which a formal hearing is needed will be referred to the Office of Hearing Examiners.

The Office of Personnel shall also make a procedural review of all adverse action appeal cases prior to referral to the Office of Hearing Examiners for a hearing.

The Office of Personnel will have overall responsibility for an effective employee grievance and appeals system. It will issue regulations in the Department's Personnel Manual to reflect revised procedures and will take whatever further action is necessary to inform Department employees of these changes.

RESPONSIBILITIES OF THE OFFICE OF HEARING EXAMINERS: The Office of Hearing Examiners shall have primary responsibility for holding formal hearings in grievance and adverse action appeal cases where such a hearing is necessary.

FINANCING: The Offices of Personnel and Hearing Examiners will be reimbursed for the costs of providing these examiners by the agency receiving the services.



FRANK B. ELLIOTT
Assistant Secretary for Administration

UNITED STATES DEPARTMENT OF AGRICULTURE

Office of the Secretary
Washington, D. C. 20250

JUN 22 1951

SECRETARY'S MEMORANDUM NO. 1234

Revised Procedures for Formal Employee Grievances
and Adverse Action Appeals

BACKGROUND: Civil Service Commission Regulations now require that all formal employee grievances and adverse action appeals be heard by fully trained and qualified examiners. Therefore, a centralized staff of examiners is being established in the Office of Personnel and the Office of Hearing Examiners. These examiners will make findings and recommendations in each case and refer them to the agency head having jurisdiction over the employee involved in the matter. When the agency head rejects the findings and recommendations of the examiner, the Director of Personnel will make the final decision within the Department.

RESPONSIBILITIES OF THE OFFICE OF PERSONNEL: The Office of Personnel shall have primary responsibility for all formal grievance actions where no formal hearing is necessary. Generally any grievance action in which a formal hearing is needed will be referred to the Office of Hearing Examiners.

The Office of Personnel shall also make a procedural review of all adverse action appeal cases prior to referral to the Office of Hearing Examiners for a hearing.

The Office of Personnel will have overall responsibility for an effective employee grievance and appeal system. It will issue regulations in the Department's Personnel Manual to reflect revised procedures and will make whatever further action is necessary to inform Department employees of these changes.

RESPONSIBILITIES OF THE OFFICE OF HEARING EXAMINERS: The Office of Hearing Examiners shall have primary responsibility for holding formal hearings in grievance and adverse action appeal cases where such a hearing is necessary.

FINANCING: The Office of Personnel and Hearing Examiners will be reimbursed for the costs of providing these services by the agency receiving the service.

WILLIAM A. WILSON
Assistant Secretary for Administration

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

July 20 1971

SECRETARY'S MEMORANDUM No. 1735

National Advisory Committee on Safety in Agriculture

The Department of Agriculture must draw upon the knowledge and experience of persons from various segments of agriculture and rural America to properly develop and carry out programs and activities concerned with improved safety on farms and related agricultural industries.

To accomplish this, I hereby establish a National Advisory Committee on Safety in Agriculture. The Committee will meet at the call of the Chairman. The Committee shall terminate two years from the date of this memorandum. Establishment of this Committee is in the public interest in connection with the performance of duties conferred on this Department by law. Members will be appointed by the Secretary.

The function of the Committee shall be to advise the Secretary and other officials of the Department on the development of the Department's Safety program and ways the Department can work most effectively in safety programs with other government agencies, farm organizations and others.

The Under Secretary will be Chairman of the Committee. The Vice Chairman will be the Chairman of the USDA Committee on Safety in Agriculture. The Executive Secretary of the USDA Committee on Safety in Agriculture will also serve as Executive Secretary of this Committee.

Funds will be available for reimbursement of travel and per diem expenses in accordance with applicable regulations of the Department of Agriculture. Expenses will be shared by those agencies participating in the USDA Committee on Safety in Agriculture, as listed in Secretary's Memorandum No. 1723.

Clifford M. Hardin

Clifford M. Hardin
Secretary of Agriculture

COMMITTEES (*Safety in Agriculture, National Advisory*)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

July 20 1951

SECRETARY'S MEMORANDUM NO. 1732

National Advisory Committee on Safety in Agriculture

The Department of Agriculture must draw upon the knowledge and experience of persons from various segments of agriculture and rural America to properly develop and carry out programs and activities concerned with improved safety on farms and related agricultural industries.

To accomplish this, I hereby establish a National Advisory Committee on Safety in Agriculture. The Committee will meet at the call of the Chairman. The Committee shall terminate two years from the date of this memorandum. Reestablishment of this Committee is in the public interest in connection with the performance of duties conferred on this Department by law. Members will be appointed by the Secretary.

The function of the Committee shall be to advise the Secretary and other officials of the Department on the development of the Department's safety program and ways the Department can work effectively in safety programs with other government agencies, farm organizations and others.

The Under Secretary will be Chairman of the Committee. The Vice Chairman will be the Chairman of the USDA Committee on Safety in Agriculture. The Executive Secretary of the USDA Committee on Safety in Agriculture will also serve as Executive Secretary of this Committee.

Funds will be available for reimbursement of travel and per diem expenses in accordance with applicable regulations of the Department of Agriculture. Expenses will be shared by those agencies participating in the USDA Committee on Safety in Agriculture, as listed in Secretary's Memorandum No. 1733.

Clifford M. Johnston

Clifford M. Johnston
Secretary of Agriculture

COMMITTEE (Safety in Agriculture)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

January 16, 1973..

SECRETARY'S MEMORANDUM NO. 1735, SUPPLEMENT 1

National Advisory Committee on Safety in Agriculture

This memorandum amends Secretary's Memorandum No. 1735, dated July 20, 1971, adding the following provisions.

The Committee reports to the Secretary of Agriculture.

The period of time necessary for the Committee to carry out its purpose is not less than two years from the date of appointment.

Estimated annual operating costs of the Committee are \$12,000 and .3 of a man-year of staff support.

The Committee will not meet more frequently than twice per year.

Necessary support for the Committee is provided by the office of Science and Education.

Earl L Butz

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250
January 18, 1972

SECRETARY'S MEMORANDUM NO. 1735, SUPPLEMENT I

National Advisory Committee on Safety in Agriculture

This memorandum amends Secretary's Memorandum No. 1735, dated July 30, 1971, adding the following provisions.

The Committee reports to the Secretary of Agriculture.

The period of time necessary for the Committee to carry out its purpose is not less than two years from the date of appointment.

Estimated annual operating costs of the Committee are \$12,000 and .3 of a man-year of staff support.

The Committee will not meet more frequently than twice per year.

Necessary support for the Committee is provided by the Office of Science and Education.

Carl L. Hunt

COMMITTEE (Safety in Agriculture, National Advisory)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

July 29, 1971.

SECRETARY'S MEMORANDUM NO. 1736

Clearance and Coordination of Policy, Program, and Financial Proposals

Long established Department policy provides that agency heads and other agency personnel are responsible for obtaining department-level guidance and clearance on any significant policy, program, legislative, or financial proposal before communicating such proposal to the Office of Management and Budget, other Departments and Agencies of the Executive Branch, non-Federal organizations, or the Congress.

There have been recent instances where this was not done. Failure to follow this policy can result in inadequate consideration being given to important factors not known to the proposing agency, and can introduce delay and confusion in reaching satisfactory solutions to important problems.

Agency heads should take appropriate steps immediately to assure that their Assistant Secretary or Director, and the appropriate staff offices, are kept fully informed of requests received from outside the Department for information or recommendations on significant policy, program, legislative, or budgetary issues; and that department-level officials have adequate opportunity to review proposals presented by the agency, whether developed at its own initiative or in response to a request.

Clifford M. Hardin

Secretary of Agriculture

Earl L. Butz

Earl L. Butz
Secretary

ORGANIZATION /

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

July 29, 1971

SECRETARY'S MEMORANDUM NO. 1736

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Clifford M. Hansen

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

August 19, 1974

SECRETARY'S MEMORANDUM NO. 1736, SUPPLEMENT 1

Clearance and Coordination of Policy, Program,
and Financial Proposals

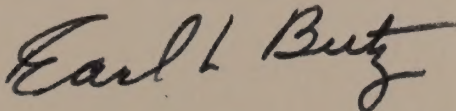
BACKGROUND. Secretary's Memorandum No. 1736, issued on July 29, 1971, affirmed the Department's long-established policy that agency heads and other agency personnel must obtain Department level clearance on any significant policy, program, financial, or legislative proposals before communicating with the Office of Management and Budget, other Departments and Agencies, non-Federal organizations, or the Congress. Failure to follow this policy can result in delays and confusion when Departmental officials find themselves confronted with serious issues long after discussions among lower level personnel have been initiated. Recent instances indicate that this policy needs to be reaffirmed and procedures implemented to assure that it is carried out.

REAFFIRMATION OF POLICY. The policy stated above is hereby reaffirmed. It applies to all significant proposals, issues, and questions coming to the attention of agency personnel.

IMPLEMENTATION OF POLICY. To assure that this policy is carried out, the following procedures should be implemented in all agencies:

- All proposals, issues, and questions as indicated above which come to the attention of agency personnel shall be brought to the immediate attention of the agency head.
- Agency heads shall immediately notify the appropriate Assistant Secretary or the Director of Agricultural Economics, as well as the General Counsel and the Assistant Secretary for Administration who will provide guidance on the overall financial, legal, or other impact of the matter in question.
- As necessary, Assistant Secretaries, the General Counsel, or the Director of Agricultural Economics will notify the Secretary and the Under Secretary.
- The Agency shall not communicate outside the Department on any of the above matters without prior clearance from the appropriate Assistant Secretary, the General Counsel, the Director of Agricultural Economics, or the Assistant Secretary for Administration.

Strict adherence to this policy will facilitate better coordination in the Department's response to such matters.



Earl L. Butz
Secretary

SECRETARY'S MEMORANDUM NO. 1736, SUPPLEMENT 1

Clearance and Coordination of Policy, Program,
and Financial Proposals

BACKGROUND. Secretary's Memorandum No. 1736, issued on July 29, 1957, affirmed the Department's long-established policy that agency heads and other agency personnel must obtain Department level clearance on any significant policy, program, financial, or legislative proposals before communicating with the Office of Management and Budget, other Departments and Agencies, non-Federal organizations, or the Congress. Failure to follow this policy can result in delays and confusion when Departmental officials find themselves confronted with serious issues long after discussions among lower level personnel have been initiated. Recent instances indicate that this policy needs to be reaffirmed and procedures implemented to ensure that it is carried out.

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- As necessary, Assistant Secretaries, the General Counsel, or the Director of Agricultural Economics will notify the Secretary and the Under Secretary.
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Strict adherence to this policy will facilitate better coordination in the Department's response to such matters.

Carl L. Butz

Carl L. Butz
Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

July 29, 1971.

SECRETARY'S MEMORANDUM NO. 1737

Consolidation of Payments

PURPOSE. In order to further promote economy and efficiency, I have approved the project for consolidating the processing of administrative payment vouchers. This will not affect payments under loans, grants, letters of credit, payments to producers and similar "program" disbursements.

ASSIGNMENT OF RESPONSIBILITY. The Director of the Office of Budget and Finance is responsible for the design and development of this new activity which will be carried out in a consolidated payment center which will be established as soon as practicable.

This work will be initiated promptly so that the initial phase of operations can begin by July 1, 1972.

AGENCY PARTICIPATION. The new management system will require the cooperation and participation of all agencies of the Department. The Office of Budget and Finance will work closely with appropriate agency personnel to assure that the needs and special requirements of each agency are considered in the design of the system. That Office will also keep agencies informed on the progress and status of this project. There will be no reduction-in-force action against personnel whose jobs will be affected by the new system. Overall reduction in employment will be accomplished by attrition. Some retraining and reassignment of affected employees may be required.

FINANCING. This activity, including the cost of the operation of the center when it is established, will be financed through the Department's Working Capital Fund. Based on a fair and equitable distribution, agencies will be asked to share these costs.

Clifford M. Hardin

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

July 29, 1971

SECRETARY'S MEMORANDUM NO. 1737

Consolidation of Payments

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This work will be initiated promptly so that the initial phase of operations can begin by July 1, 1972.

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FINANCING. This activity, including the cost of the operation of the center when it is established, will be financed through the Department's Working Capital Fund. Based on a fair and equitable distribution, agencies will be asked to share these costs.

Clifford M. Johnston

ACCOUNTING 3



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

September 11, 1972..

SECRETARY'S MEMORANDUM NO. 1737, REVISED

Consolidation of Payments

On July 29, 1971, Secretary Hardin approved the project for consolidating at one location the processing of administrative payment vouchers for the entire Department. This memorandum delegates to the Assistant Secretary for Administration the authority to take all actions necessary for the efficient and effective development, implementation and operation of this activity. The Assistant Secretary for Administration may redelegate those functions which he deems appropriate.

Secretary's Memorandum No. 1737 dated July 29, 1971, is hereby superseded.

A handwritten signature in dark ink, reading "Earl L. Butz". The signature is written in a cursive style with a large, stylized "E" and "B".

Secretary of Agriculture

SECRETARY'S MEMORANDUM NO. 1737, REVISED

Consolidation of Functions

On July 29, 1971, Secretary Hardin approved the project for consolidation at one location the processing of administrative five percent vouchers for the entire Department. This assignment is being assigned to the Assistant Secretary for Administration the authority to take all action necessary for the efficient and effective development, implementation and operation of this activity. The Assistant Secretary for Administration may redistribute these functions which he deems appropriate.

Secretary's Memorandum No. 1737 dated July 29, 1971, is hereby superseded.

[Signature]

Secretary of Agriculture



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

September 11, 1972.

SECRETARY'S MEMORANDUM NO. 1737, REVISED, SUPPLEMENT NO. 1

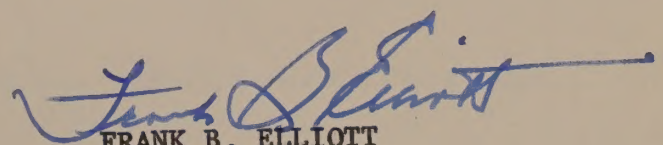
Consolidation of Payments

PURPOSE. Secretary's Memorandum No. 1737, Revised, delegated to me the authority to take all actions necessary to develop, implement, and operate the activity consolidating at one location the processing of administrative payment vouchers for the entire Department. In November 1971, a developmental task group was established in the Office of Budget and Finance under the authority of Secretary's Memorandum No. 1737. This Memorandum announces additional actions being taken with respect to the centralized processing of administrative vouchers for payment.

ACTION. The new voucher payment system will be ready for phased implementation beginning about November 1, 1972. Facilities to house the operating organization are being readied in suburban New Orleans, Louisiana, at Michoud. In order to efficiently and effectively implement and operate the new system, I am taking the following actions effective immediately.

1. Expanding the previously assigned responsibilities of the Director, Office of Budget and Finance, to include the development, operation and continuing maintenance and improvement of the voucher payment system.
2. Authorizing the transfer on a phased basis of the voucher payment function from Department agencies currently carrying out that function to the Office of Budget and Finance in accordance with instructions to be issued by that Office.
3. Directing the Office of Budget and Finance to establish an organizational unit, designated the Central Voucher Payment Center, which will operate the system.

FINANCING. This activity, including the cost of the operation of the Center, will be financed through the Department's Working Capital Fund. Based on a fair and equitable distribution, agencies will be asked to share these costs.


FRANK B. ELLIOTT
Assistant Secretary
for Administration

SECRETARY'S MEMORANDUM NO. 1737, REVISED, SUPPLEMENT NO. 1

Consolidation of Payments

1. The Secretary's Memorandum No. 1737, Revised, delegated to me the authority to take all actions necessary to develop, implement, and operate the activity consolidated at one location the processing of administrative payment vouchers for the entire Department. In November 1951, a developmental task group was established in the Office of Budget and Finance under the authority of the Secretary's Memorandum No. 1737. This Memorandum summarizes additional actions being taken with respect to the consolidated processing of administrative payment vouchers for payment.

2. The new voucher payment system will be ready for phased implementation beginning about November 1, 1952. Facilities to ensure the operating organization are being provided in accordance with the following schedule. In order to efficiently and effectively implement and operate the new system, I am taking the following actions effective immediately:

1. Expanding the previously assigned responsibilities of the Director, Office of Budget and Finance, to include the development, operation and continuing maintenance and improvement of the voucher payment system.
2. Authorizing the transfer on a phased basis of the voucher payment function from Department agencies currently carrying out that function to the Office of Budget and Finance in accordance with instructions to be issued by that Office.
3. Directing the Office of Budget and Finance to establish an organizational unit, designated the Central Voucher Payment Center, which will operate the system.

4. FINANCING. This activity, including the cost of the operation of the Center, will be financed through the Department's Working Capital Fund. Based on a fair and equitable allocation, agencies will be asked to share these costs.

THOMAS B. ELLIOTT
Assistant Secretary
for Administration

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

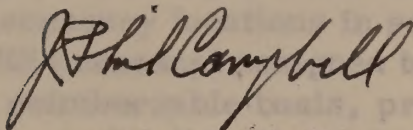
August 11, 1971.

Secretary's Memorandum No. 1738

Recruiting for Public International Organizations

The Department of Agriculture has a substantial interest in the effective staffing of Public International Organizations in which our Government participates. This interest is especially significant in the case of the Food and Agriculture Organization.

I therefore request that Agencies encourage their employees to accept details and transfers to such International Organizations. Such action is in keeping with Executive Order 11552 issued August 24, 1970, and with the policy contained in Chapter 352, Subchapter 3, Department and Federal Personnel Manuals.



J. Phil Campbell
Acting Secretary

POLICY: Criteria under which ARS may provide cooperative assistance to a State in conducting its inspection activities under the provisions of either both of the Acts are:

1. The State requests assistance in writing from ARS and ARS agrees to perform the services.
2. ARS has qualified personnel available in such States.
3. Assistance by ARS in a given State has been cleared with C&MS.
4. An agreement under which service will be provided has been executed between ARS and the requesting State.
5. ARS employees shall be available for disease control and

PERSONNEL 17

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

August 11, 1970

Secretary's Memorandum No. 1731

Recruiting for Public International Organizations

The Department of Agriculture has a substantial interest in the effective staffing of Public International Organizations in which our Government participates. This interest is especially significant in the case of the Food and Agriculture Organization.

I therefore request that Agencies encourage their employees to accept details and transfers to such International Organizations. Such action is in keeping with Executive Order 11552 issued August 24, 1970, and with the policy contained in Chapter 325, Subchapter 3, Department and Federal Personnel Manuals.

J. Phil Campbell
Acting Secretary

August 11, 1971

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

SECRETARY'S MEMORANDUM NO. 1739

Delegation of Authority to Cooperate with States Under the Federal
Meat Inspection Act and the Poultry Products Inspection Act

PURPOSE: The purpose of this Memorandum is to delegate to Agricultural Research Service (ARS), authority to assist the Consumer and Marketing Service (C&MS) in cooperation with the various States in performing State meat and poultry inspection activities as provided in the Federal Meat Inspection Act and the Poultry Products Inspection Act and to establish basic criteria for providing such assistance.

BACKGROUND: The function of carrying out the Acts, including provisions for cooperating with States in the development and administration of State inspection programs, was delegated by the Secretary to the Consumer and Marketing Service (C&MS) in 34 F.R. 19474. Personnel qualified to carry out the functions of the Acts may not be available at all necessary locations in some States. States may request cooperation of ARS personnel assigned to such States in providing services required on a reimbursable basis, provided it is not in conflict with the responsibilities and authorities delegated to the Consumer and Marketing Service (C&MS).

POLICY: Criteria under which ARS may provide cooperative assistance to a State in conducting its inspection activities under the provisions of one or both of the Acts are:

1. The State requests assistance in writing from ARS and ARS agrees to perform the services.
2. ARS has qualified personnel available in such States.
3. Assistance by ARS in a given State has been cleared with C&MS.
4. An agreement under which service will be provided has been executed between ARS and the requesting State.
5. ARS employees shall be available for disease control and

ORGANIZATION 1 (ARS)

August 11, 1971

UNITED STATES DEPARTMENT OF AGRICULTURE

Office of the Secretary
Washington, D. C. 20250

SECRETARY'S MEMORANDUM NO. 123

Delegation of Authority to Cooperate with States Under the Federal Meat Inspection Act and the Poultry Products Inspection Act

PURPOSE: The purpose of this Memorandum is to delegate to Agricultural Research Service (ARS), authority to assist the Consumer and Marketing Service (CMS) in cooperation with the various States in performing State meat and poultry inspection activities as provided in the Federal Meat Inspection Act and the Poultry Products Inspection Act and to establish basic criteria for providing such assistance.

BACKGROUND: The function of carrying out the Act, including provisions for cooperation with States in the development and administration of State inspection programs, was delegated by the Secretary to the Consumer and Marketing Service (CMS) in 34 F.R. 19974. Personnel qualified to carry out the function of the Act may not be available at all necessary locations in some States. States may request cooperation of ARS personnel assigned to such States in providing services required on a reimbursable basis, provided it is not in conflict with the responsibilities and authority delegated to the Consumer and Marketing Service (CMS).

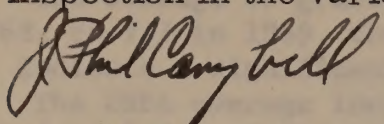
POLICY: Criteria under which ARS may provide cooperative assistance to a State in conducting its inspection activities under the provisions of one or both of the Acts are:

1. The State requests assistance in writing from ARS and ARS agrees to perform the services.
2. ARS has qualified personnel available in such States.
3. Assistance by ARS in a given State has been cleared with CMS.
4. An agreement under which service will be provided has been executed between ARS and the requesting State.
5. ARS employees shall be available for disease control and

eradication activities in the event of an outbreak of emergency disease.

6. Services provided under this agreement by ARS personnel must be reimbursed by the State as provided in the agreement.

IMPLEMENTATION: The Administrator, Agricultural Research Service, will develop agreements and procedures as required to carry out the intent and purpose of this Memorandum and will closely coordinate ARS activities relating to the performance of meat and poultry inspection in the various States with respective C&MS and State officials.



J. Phil Campbell
Acting Secretary

We are required by the President to reverse this trend. This we will do in the next two years. The goal is the same as the President's goal -- to reduce our Department-wide 66 average grade by at least 1/10 by the end of FY 1972 and by 2/10 by the end of FY 1973.

This will require each Agency head to develop a positive management plan of action that will contribute to the Department's stated goals. These plans shall be submitted by each Agency head to the Director of Personnel by December 8, 1971. Plans should be developed in consultation with the appropriate Assistant Secretary or Director.

The plan format prescribed by OPM Bulletin No. 72-4 will be followed generally. Goals to be achieved by each Agency and suggested measures to achieve them are contained in the attachment hereto.

Each line manager and supervisor faces a challenge in achieving our goal. The key is a continuing appraisal of the consequences of program or operational decisions insofar as these affect grades.



Clifford M. Harris
Secretary

Attachment

eradication activities in the event of an outbreak of
emergency disease.

6. Services provided under the agreement by ARS personnel
must be reimbursed by the State as provided in the
agreement.

IMPLEMENTATION: The Administrator, Agricultural Research Ser-
vice, will develop agreements and procedures as required to carry
out the intent and purpose of this Memorandum and will closely coordi-
nate ARS activities relating to the performance of meat and poultry
inspection in the various states with respective CEMs and State officials.

[Signature]
J. Earl Campbell
Acting Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

August 19 1971

Secretary's Memorandum No. 1740

Control of Grade Escalation in General Schedule Positions

Copies of Office of Management and Budget Bulletin No. 72-4, dated August 5, 1971, have been distributed to all Agencies. The OMB Bulletin discusses General Schedule (GS) grade escalation in the Federal Service.

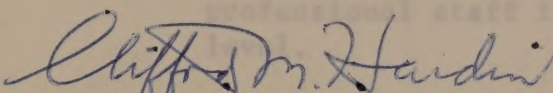
The situation in the Department of Agriculture parallels the pattern government-wide. The average GS grade for all Departments and Agencies increased from 7.4 in 1968, to 7.7 in 1969, then to 7.9 in 1970. Preliminary estimates for June 30, 1971, indicate a significant increase over 1970 in the average grade government-wide. The USDA average increased from 7.5 in 1968, to 7.7 in 1969 to 7.8 in 1970 and to 7.9 in 1971. These are rounded figures. The precise USDA increase in the three year period was 0.3857.

We are required by the President to reverse this trend. This we will do in the next two years. Our goal is the same as the President's goal -- to reduce our Department-wide GS average grade by at least 1/10 by the end of FY 1972 and by 2/10 by the end of FY 1973.

This will require each Agency Head to develop a position management plan of action that will contribute to the Department's stated goals. These plans shall be submitted by each Agency Head to the Director of Personnel by September 8, 1971. Plans should be developed in collaboration with the appropriate Assistant Secretary or Director.

The plan format prescribed by OMB Bulletin No. 72-4 will be followed precisely. Goals to be achieved by each Agency and suggested measures to achieve them are contained in the attachment hereto.

Each line manager and supervisor faces a challenge in achieving our goal. The key is a continuing appraisal of the consequences of program or operational decisions insofar as these affect grades.



CLIFFORD M. HARDIN
Secretary

Attachment

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

August 19 1971

Secretary's Memorandum No. 177

Control of Grade Escalation in General Schedule Positions

Copies of Office of Management and Budget Bulletin No. 72-4, dated August 5, 1971, have been distributed to all Agencies. The OMB Bulletin discusses General Schedule (GS) grade escalation in the Federal Service.

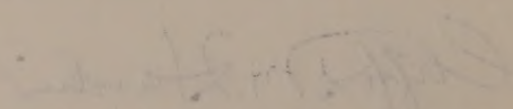
The situation in the Department of Agriculture parallels the pattern Government-wide. The average GS grade for all Departments and Agencies increased from 7.4 in 1968, to 7.7 in 1969, then to 7.9 in 1970. Preliminary estimates for June 30, 1971, indicate a significant increase over 1970 in the average grade Government-wide. The USDA average increased from 7.5 in 1968, to 7.7 in 1969 to 7.8 in 1970 and to 7.9 in 1971. These are rounded figures. The precise USDA increase in the three year period was 0.3827.

We are required by the President to reverse this trend. This we will do in the next two years. Our goal is the same as the President's goal -- to reduce our department-wide GS average grade by at least 1/10 by the end of FY 1972 and by 2/10 by the end of FY 1973.

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Each line manager and supervisor faces a challenge in achieving our goal. The key is a continuing appraisal of the consequences of program or operational decisions insofar as these affect grades.


WILLIAM M. HARBO
Secretary

Attachment

Results to be Achieved Through Agency
Position Management Efforts

1. If the average grade of an Agency has increased by 0.4 or more between June 30, 1968, and June 30, 1971, the Agency plan should provide for a reduction from its June 30, 1971 average of 0.15 in FY 1972 and an additional 0.15 in FY 1973.
2. If the average grade of an Agency has increased less than 0.4 between June 30, 1968, and June 30, 1971, the Agency plan should provide for a reduction from its June 30, 1971 average of 0.1 in FY 1972 and an additional 0.1 in FY 1973.
3. If an Agency's average grade has remained level or decreased between June 30, 1968, and June 30, 1971, the Agency plan should provide for a staffing pattern which will not exceed the June 30, 1971 average grade during the next two fiscal years.

Suggested Measures to Achieve
Average Grade Reductions

1. Careful review of all programs to determine which low priority activities can be reduced or eliminated.
2. Review of the organizational structure of each unit to determine if existing staffing patterns are still appropriate in view of program changes.
3. Review of supervisory levels, with particular attention to the extent of "layering" and the need for deputies or assistants.
4. Evaluation of each position that becomes vacant to determine whether it could be eliminated or restructured at a lower grade.
5. Plan the staffing of new programs in a manner that will tend to lower the average grade.
6. Exploration of the feasibility of using technicians where professional staff is not being utilized at their full skill level.
7. Consideration of the opportunity of eliminating certain positions through increases in productivity.
8. Limit promotions above the journeyman level to those necessary to fill vacancies in positions of greater responsibility.

Measures to be Achieved Through Agency
Position Management Policies

1. If the average grade of an Agency has increased by 0.4 or more between June 30, 1968, and June 30, 1971, the Agency plan should provide for a reduction from the June 30, 1971 average of 0.15 in FY 1972 and an additional 0.15 in FY 1973.
2. If the average grade of an Agency has increased less than 0.4 between June 30, 1968, and June 30, 1971, the Agency plan should provide for a reduction from the June 30, 1971 average of 0.1 in FY 1972 and an additional 0.1 in FY 1973.
3. If an Agency's average grade has remained level or decreased between June 30, 1968, and June 30, 1971, the Agency plan should provide for a staffing pattern which will not exceed the June 30, 1971 average grade during the next two fiscal years.

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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

9. Reorganize work so that it can be accomplished with lower grade employees.
10. Strengthen position management systems generally.

SECRETARY'S MEMORANDUM NO. 111

Policy on Youth Involvement in Community Development

The U. S. Department of Agriculture is committed to the improvement of the quality of life in America's communities.

Youth development and community development have long been a part of USDA activities. These activities are complemented by the activities of other agencies and youth organizations.

Young people need to be involved directly and voluntarily in community planning, development, and action. The unique interests, resources, skills, and drives of youth can help solve many of the major social and economic problems. It is essential that youth be provided an opportunity to participate in all stages of community development.

The actions of responsible youth demonstrate clearly to us their desire for opportunities to prove their competence and the value of their contributions. They are already demonstrating their potential as partners in building better communities in which to live. An invitation should be extended to youth to further demonstrate their capabilities.

The Department reaffirms its position that youth be provided opportunities for improving their communities by:

1. Mobilizing youth to work jointly with adults on community development.
2. Mobilizing community youth leaders to encourage youth and their organizations to participate in community development.
3. Asking community youth organizations to develop goals, to work on community development and to make specific plans to implement these goals.

9. Reorganize work so that it can be accomplished with lower grade employees.

10. Strengthen position management systems generally.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

September 3 1971

SECRETARY'S MEMORANDUM NO. 1741

Policy on Youth Involvement in Community Development

The U. S. Department of Agriculture is committed to the improvement of the quality of life in America's communities.

Youth development and community development have long been a part of USDA missions. These missions are complemented by the activities of other agencies and youth organizations.

Many young people want to be involved directly and realistically in community planning, development, and action. The unique interests, concerns, skills, and drives of youth can help solve many of the urgent social and economic problems. It is essential that youth be provided an opportunity to participate in all stages of community development.

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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

September 3 1971

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2. Mobilizing community youth leaders to encourage youth and their organizations to participate in community development.
3. Asking community youth organizations to develop goals to work on community development and to make specific plans to implement these goals.

4. Establishing leader training and personal growth programs for youth to become effective participants and leaders in community development.
5. Helping youth explore various career opportunities that will strengthen the quality of community life and economic productivity.
6. Providing better education, training, and practical experiences for improving youth's preparation for employment.
7. Conducting programs for environmental improvement.
8. Studying and evaluating economic and related resources needed for increasing community productivity and income.
9. Determining services and facilities needed by people in their community for improving their standard of living.

As the Department continues to face new challenges on rural development, there is an urgency to explore new alternatives for the involvement of youth in these programs. Youth currently are working on a variety of projects for improving their individual skills and competencies, and some of them and their organizations are engaged in community development projects. I believe that additional opportunities should be provided young men and women to participate in our community development activities.

To enlarge the opportunities for youth in this program, I am asking each USDA agency at the community level and the organizations with which they cooperate to find out from youth in their local communities:

1. Those successful community development programs and projects in which youth are now involved.
2. Those activities in which youth can or want to participate.
3. The best ways for youth to become involved in community development projects.

County and area rural development committees may provide one alternative for obtaining this information. Where these committees do not exist, USDA agencies should make other arrangements to simplify developing this information at the local level.

4. Establishing leader training and personal growth programs for youth to become effective participants and leaders in community development.
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UNITED STATES DEPARTMENT OF AGRICULTURE

Your agency's findings should be summarized by December 15, 1971, and sent to the Deputy Under Secretary for Rural Development. These results then can be shared with all USDA agencies, as well as with cooperating federal, state, and local agencies and organizations.

Clifford M. Hardin

SECRETARY'S MESSAGEBOARD Clifford M. Hardin
Secretary of Agriculture

Personnel Misconduct Investigations

I am directing the Inspector General to review all requests for personnel misconduct investigations. He will cause an investigation to be made where the employee's alleged misconduct may be considered an official matter and where the requesting agency is prepared to take formal action if investigation findings establish the alleged misconduct.

An employee's personal misconduct will be considered an official matter if it reflects adversely on his suitability for continued employment, or adversely affects the performance of his duties.

Accordingly, with the exception of matters which are to be referred directly to other Departments for investigation in accordance with 5 AR 101, all requests for personnel misconduct investigations are to be submitted to the Office of the Inspector General. No investigation of this type will be undertaken unless and until authorized by the Inspector General.

This instruction does not apply to Civil Rights complaints. Equal Employment Opportunity and other regulations govern the processing of such complaints.

Clifford M. Hardin

Clifford M. Hardin
Secretary of Agriculture

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Clifford M. Hardin
Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

September 3 1971

SECRETARY'S MEMORANDUM NO. 1742

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UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

September 3 1977

SECRETARY'S MEMORANDUM NO. 1742

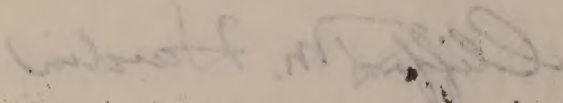
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Clifford M. Hardin
Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

RESCISSION NOTICE

SECRETARY'S MEMORANDUM NO. 1742

Secretary's Memorandum No. 1742, September 3, 1971, is rescinded.
The information contained in that Memorandum is now contained in
8 AR 104b(7).

December 23, 1971.

Earl L. Butz
Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

RECESSION NOTICE

SECRETARY'S MEMORANDUM NO. 1742

Secretary's Memorandum No. 1742, September 3, 1971, is rescinded.
The information contained in that memorandum is now contained in

6 AR 1042(V).

September 3, 1971


Secretary of Agriculture



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

September 13, 1971.

SECRETARY'S MEMORANDUM NO. 0743

Environmental Thrust - For A Better America

BACKGROUND AND POLICY

The President has said that the environmental problems we face "can be solved only by a full national effort. ... that reaches into every community in the land. Improving our surroundings is necessarily the business of us all."

The Department is sponsoring a new Environmental Thrust campaign to restore America's abundant natural assets, to reverse the trend of deterioration, and to improve the physical settings in which we live, work, and relax for a better America.

The Department's concern with the environment is as broad as the definition will allow--the total of our surroundings, conditions, and influences. Its regular on-going activities are concerned with every aspect of our environment. It is the business of agriculture to provide a safe, wholesome, and abundant supply of farm and forest products; to conserve and renew soil and water resources; to protect and improve wildlife habitats; to produce ornamental plants and trees; and to create outdoor recreation areas.

The threat to our environment as a healthful and pleasant place to live has captured the attention of all people throughout the breadth of the country--the old and the young, the rural and the urban, the rich and the poor. Truly there is a national consensus that something must be done--and now!

Therefore, it shall be the policy of the U. S. Department of Agriculture to lend all possible support to individuals, civic and service clubs, development committees, and local, county, and state governments in pursuing activities, projects, and programs whose goals are to reverse the trend of greater and greater degradation of our environment.

To help get action started, the Department has developed a campaign called "Environmental Thrust." A handbook for this campaign contains project outlines to show people how they can voluntarily do something positive about improving environmental conditions.



September 27, 1971

SECRETARY'S MEMORANDUM NO. 713
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To help get action started, the Department has developed a campaign called "Environmental Thrust." A handbook for this campaign contains project outlines to show people how they can voluntarily do something positive about improving environmental conditions.

OPERATING PROCEDURES

The Environmental Thrust campaign shall be a citizens' effort with the Department providing a supporting role through encouragement and educational, organizational, and technical assistance as may be requested or needed. Local determination of projects and program will be emphasized. Local or county groups may choose one of the thrust projects outlined in the handbook or develop their own to meet local conditions or needs. Local determination of such projects as are undertaken will greatly enhance the chances of success.

IMPLEMENTATION

The USDA leadership group for the Environmental Thrust campaign is Deputy Under Secretary-Rural Development, Director of Science and Education, and Assistant to the Secretary-Public Affairs. This group will be responsible for promulgating policy, developing materials and procedures, providing guidance, and coordinating Departmental activities to achieve the objectives of this important task.

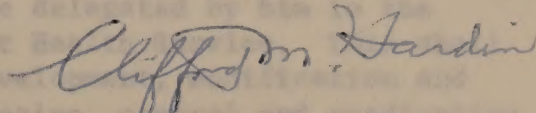
The USDA/State Committees for Rural Development have assumed the leadership role at the state level in establishing a delivery system and coordinating agency efforts.

Delivery of educational, organizational, and technical assistance at the area, county, or local levels may be directed through the appropriate USDA Committee on Rural Development where such committees exist or through a coordinated effort involving representatives of USDA agencies serving the area as directed through established administrative channels.

EVALUATION AND REPORTING

Assessment of progress and evaluation of results shall be prepared at the state level under the direction of the USDA/State Committee on Rural Development. It may be carried through the USDA Committee structure on Rural Development or through established administrative channels of participating agencies. Progress and evaluation shall include initial benchmark data, projects initiated, projects completed, quality of results, and type of people involvement, such as individuals, youth groups, civic and service clubs, citizens development groups, churches, farm and community organizations, and government at the various levels.

Again, let us together reaffirm our commitment to enhance our environment. Regardless of where people live--in cities, suburbs, or rural areas--Americans face a common challenge to restore, protect, and improve our Nation's environment.



Clifford M. Hardin
Secretary of Agriculture

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Clifford M. Hardin
Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

Office of the Secretary

Washington, D.C. 20250

September 21 1971

SECRETARY'S MEMORANDUM NO. 1744

Proposed Establishment of Animal and Plant Health Service

1. Purpose. A major responsibility of the Department is to protect the nation's sources of food, feed, and other farm products from diseases and pests. Cooperative programs for controlling and eradicating diseases and pests are conducted with State and local agencies and groups to maintain animal and plant health at high levels. Inspection programs are conducted to keep animal and plant diseases and pests out of the United States or to prevent their spread within the country.

Activities are also conducted to maintain the potency, purity, and safety of veterinary biologics used in protecting the health of domestic animals and pets.

Other programs are aimed at protecting the health, humane treatment, and welfare of many pets, circus and zoo animals, and other animals used for exhibition and research.

Conditions confronting modern agricultural industries focus increasing attention and burdens on these protection programs. Uncontrolled outbreaks of diseases, insects, and other pests can disastrously upset the intricate technology and specialization of resources characteristic of today's agriculture. The ever increasing trade and travel among nations and the expanding use of air transport greatly increase the chances that exotic diseases and pests will be introduced into this country. All these programs must be carried out in a manner which gives full consideration to the environmental impacts of the control measures used.

In order to increase emphasis on the Department's responsibilities in these important areas, make these programs increasingly responsive to current problems, and to more clearly delegate authority for the administration of the programs, I propose to establish a new agency, the Animal and Plant Health Service (APHS). This agency, under the direction of an Administrator, will report to the Director of Science and Education.

2. Functions to be Transferred. It is proposed to transfer the Regulatory and Control program functions and responsibilities of ARS to the Director of Science and Education and these may be delegated by him to the Administrator of the new Animal and Plant Health Service. This shall include activities concerned with the development, modification and improvement of survey, diagnostic, quarantine, control and eradication methods and procedures essential to program objectives.

ORGANIZATION 1 (Animal and Plant Health Service)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

September 21, 1971

SECRETARY'S MEMORANDUM NO. 174

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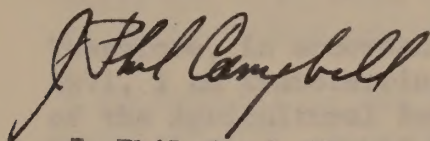
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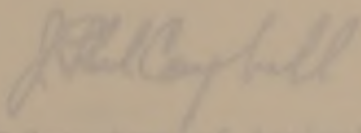
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3. Incidental Transfers. The Assistant Secretary for Administration will approve such transfers of funds, records, property, space, and personnel as are involved in the organizational assignments proposed in this memorandum.
4. Management Support Activities. All finance, budget, personnel, administrative services, information, and other management support activities presently performed by the Agricultural Research Service in the administration of the functions identified in Section 2 above will be transferred to the Animal and Plant Health Service.
5. Public Notice. In accordance with Reorganization Plan No. 2 of 1953, the Department is giving advance public notice of the delegations of functions it is proposing to make, and will afford interested persons and groups opportunity to place before the Department their views with respect to these organization adjustments. In order to be considered, comments must be received by October 22, 1971.



J. Phil Campbell
Acting Secretary

It will remain the responsibility of AHS to provide the necessary research support required by ARS. The administration of these agencies should therefore take such steps as are required by the Director of Science and Education to assure proper coordination of these activities.

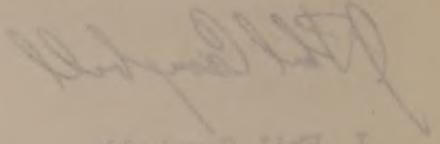


Secretary of Agriculture

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J. Phil Campbell
Acting Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

OCT 29 1971

SECRETARY'S MEMORANDUM NO. 1744, SUPPLEMENT 1

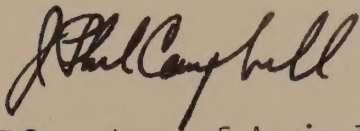
Redelegation of Functions to Animal and Plant Health Service

Establishment of Animal and Plant Health Service

Secretary's Memorandum No. 1744 proposed to transfer the Regulatory and Control program functions of the Agricultural Research Service to the Director of Science and Education and to establish a new Animal and Plant Health Service under the direction of an administrator who would report to the Director of Science and Education. The Department at that time gave public notice of the proposed action and invited comments from interested persons and groups. Response has been favorable.

Therefore, in accordance with that proposal and effective October 31, 1971, I am transferring the Regulatory and Control program functions of the Agricultural Research Service to the Director of Science and Education and establishing the Animal and Plant Health Service. The Director of Science and Education may redelegate to the Administrator of the Animal and Plant Health Service on a temporary basis such portion of these functions as he deems appropriate.

It will remain the responsibility of ARS to provide the necessary research support required by APHS. The administrators of these agencies should therefore take such steps as are required by the Director of Science and Education to assure proper coordination of these activities.



Acting Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

OCT 2 9 1977

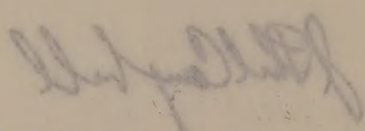
SECRETARY'S MEMORANDUM NO. 1744, SUPPLEMENT 1

Establishment of Animal and Plant Health Service

Secretary's Memorandum No. 1744 proposed to transfer the Regulatory and Control program functions of the Agricultural Research Service to the Director of Science and Education and to establish a new Animal and Plant Health Service under the direction of an administrator who would report to the Director of Science and Education. The Department at that time gave public notice of the proposed action and invited comments from interested persons and groups. Response has been favorable.

Therefore, in accordance with that proposal and effective October 31, 1971, I am transferring the Regulatory and Control program functions of the Agricultural Research Service to the Director of Science and Education and establishing the Animal and Plant Health Service. The Director of Science and Education may redelegate to the Administrator of the Animal and Plant Health Service on a temporary basis such portion of these functions as he deems appropriate.

It will remain the responsibility of ARS to provide the necessary research support required by APHS. The administrators of these agencies should therefore take such steps as are required by the Director of Science and Education to assure proper coordination of these activities.


Earl C. Bickel
Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

OCT 29 1971

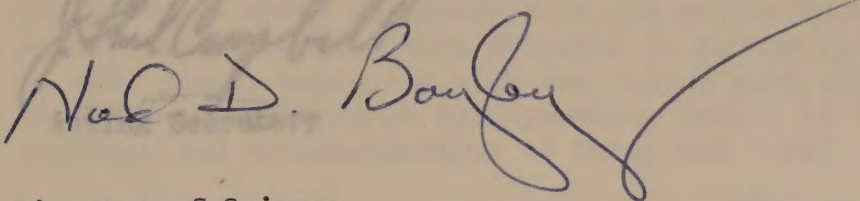
SECRETARY'S MEMORANDUM NO. 1744, SUPPLEMENT 2

Redelegation of Functions to Animal and Plant Health Service

Secretary's Memorandum No. 1744, Supplement 1 delegated authority for the Regulatory and Control program functions formerly exercised by ARS to the Director of Science and Education, established the Animal and Plant Health Service, and authorized the Director of Science and Education to redelegate to the Administrator of the Animal and Plant Health Service such portion of those functions deemed appropriate.

Under that authority effective October 31, 1971, I hereby redelegate to the Administrator, Animal and Plant Health Service on a temporary basis all Regulatory and Control program functions delegated to me by Secretary's Memorandum No. 1744, Supplement 1.

I further direct ARS and APHS to jointly review the research support needs of APHS, to establish an effective system of liaison coordination, and to report to me by December 1, 1971, on progress in this area.



Director of Science
and Education

ORGANIZATION

(Animal and Plant Health Service)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

OCT 2 9 1971

SECRETARY'S MEMORANDUM NO. 1744, SUPPLEMENT 2

Redlegation of Functions to Animal and Plant Health Service

Secretary's Memorandum No. 1744, Supplement 1 delegated authority for the Regulatory and Control program functions formerly exercised by ARS to the Director of Science and Education, established the Animal and Plant Health Service, and authorized the Director of Science and Education to redelagate to the Administrator of the Animal and Plant Health Service such portion of those functions deemed appropriate.

Under that authority effective October 31, 1971, I hereby redelagate to the Administrator, Animal and Plant Health Service on a temporary basis all Regulatory and Control program functions delegated to me by Secretary's Memorandum No. 1744, Supplement 1.

I further direct ARS and APHS to jointly review the research support needs of APHS, to establish an effective system of liaison coordination, and to report to me by December 1, 1971, on progress in this area.

W. L. D. Boyer

Director of Science
and Education

ORGANIZATION / (Animal and Plant Health Service)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

OCT 29 1971

SECRETARY'S MEMORANDUM NO. 1744, SUPPLEMENT 3

Designation of Acting Administrator, Animal and Plant Health
Service

Effective immediately, Francis J. Mulhern will serve as Acting Administrator of the newly established Animal and Plant Health Service. Dr. Mulhern served as Associate Administrator of the Agricultural Research Service and provided administrative leadership to the regulatory and control programs prior to their transfer to the new agency.

J. Phil Campbell

Acting Secretary

Clifford M. Hardin

Clifford M. Hardin
Secretary of Agriculture

ORGANIZATION / (Animal and Plant Health Service)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

OCT 20 1971

SECRETARY'S MEMORANDUM NO. 1744, SUPPLEMENT 3

Resignation of Acting Administrator, Animal and Plant Health
Service

Effective immediately, Francis J. Milburn will serve as Acting
Administrator of the newly established Animal and Plant Health
Service. Dr. Milburn served as Associate Administrator of the
Agricultural Research Service and provided administrative leader-
ship to the regulatory and control programs prior to their
transfer to the new agency.

John D. ...
Acting Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

October 1, 1971.

SECRETARY'S MEMORANDUM NO. 1745

Consultation with State and Local Officials

Secretary's Memorandum 1689, dated April 28, 1970, provides for consultation and advance notification to State and local governments of proposed changes in Department programs. This related principally to proposed changes in the operation or administration of such programs.

In addition the participation of State and local officials in the formulation of Federal programs is of utmost importance. The President views such participation as essential. State and local officials should be consulted at an early stage of policy development.

Most agencies of the Department of Agriculture already maintain contacts with State and local officials. Their views are continuously sought through such avenues as meetings with USDA officials, advisory committees, negotiation of cooperative agreements, and extensive day to day informal contacts.

However, there is room for improvement especially in the area of consultation as early as possible in the policy development process. Agency heads are therefore directed to review this matter closely and to take steps, beginning with our fiscal year 1973 program planning to assure consideration at policy-making levels of the views, ideas, problems and recommendations of State and local officials.

Clifford M. Hardin

Clifford M. Hardin
Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

October 1, 1971

SECRETARY'S MEMORANDUM NO. 1742

Consultation with State and Local Officials

Secretary's Memorandum 1689, dated April 22, 1970, provides for consultation and advance notification to State and local governments of proposed changes in Department programs. This related primarily to proposed changes in the operation or administration of such programs.

In addition the participation of State and local officials in the formulation of Federal programs is of utmost importance. The President views such participation as essential. State and local officials should be consulted at an early stage of policy development.

Most agencies of the Department of Agriculture already maintain contact with State and local officials. Their views are continuously sought through such avenues as meetings with USDA officials, advisory committees, negotiation of cooperative agreements, and extensive day to day informal contacts.

However, there is room for improvement especially in the area of consultation as early as possible in the policy development process. Agency heads are therefore directed to review this matter closely and to take steps, beginning with our fiscal year 1973 program planning, to ensure consultation at policy-making levels of the views, ideas, problems and recommendations of State and local officials.

William M. Hardin
Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
Washington, D. C. 20250

October 20 1971

SECRETARY'S MEMORANDUM NO. 1746

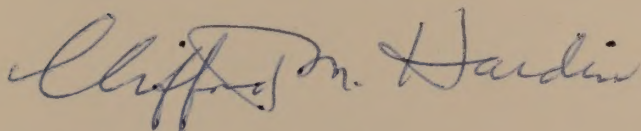
Delegations of Authority

PURPOSE. The responsibilities, functions and activities of agencies and staff offices within the Department of Agriculture are carried out under delegations of authority from the Secretary. Agency and staff office heads, in turn, redelegate authorities within their organizations. These redelegations are sometimes very widely dispersed throughout the organization, in Washington and the field.

Periodically, it is appropriate to review delegations and redelegations of authority to assure that they comprise a system of responsibility which results in the most effective, efficient and responsive delivery of services to the public. The purpose of this memorandum is to initiate such a review at this time.

ACTION. As of the date of this memorandum, all delegations of authority to Department agencies and staff offices which report to the Secretary through an assistant secretary or director are withdrawn and redelegated to the respective assistant secretaries and directors, who are authorized to further delegate authorities back to the agencies on a temporary basis. Delegations of authority to those agencies and offices reporting directly to the Secretary or Under Secretary are hereby reconfirmed on a temporary basis for a 90 day period.

During the next 90 days, the Assistant Secretaries and Directors will conduct, and the Assistant Secretary for Administration will coordinate, an agency by agency review of delegations of authority. At the end of this period, delegations will be made permanent in accordance with the findings of the review.



CLIFFORD M. HARDIN
Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

October 20 1971

SECRETARY'S MEMORANDUM NO. 1742

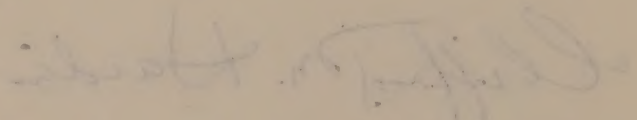
Delegation of Authority

PURPOSE. The responsibilities, functions and activities of agencies and staff offices within the Department of Agriculture are carried out under delegations of authority from the Secretary. Agency and staff office heads, in turn, redelegate authority within their organizations. These delegations are sometimes very widely dispersed throughout the organization, in Washington and the field.

Periodically, it is appropriate to review delegations and redelegations of authority to assure that they comprise a system of responsibility which results in the most effective, efficient and responsive delivery of services to the public. The purpose of this memorandum is to facilitate such a review at this time.

ACTION. As of the date of this memorandum, all delegations of authority to Department agencies and staff offices which report to the Secretary through an Assistant Secretary or Director are withdrawn and redelegated to the respective Assistant Secretaries and Directors, who are authorized to further delegate authorities back to the agencies on a temporary basis. Delegations of authority to those agencies and offices reporting directly to the Secretary or those Secretaries are hereby reaffirmed on a temporary basis for a 90 day period.

During the next 90 days, the Assistant Secretaries and Directors will conduct, and the Assistant Secretary for Administration will coordinate, an agency by agency review of delegations of authority. At the end of this period, delegations will be made permanent in accordance with the findings of the review.



CLIFFORD M. NASSIRI
Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

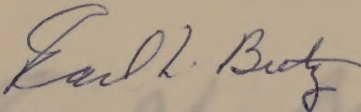
January 17, 1972.

SECRETARY'S MEMORANDUM NO. 1746, SUPPLEMENT NO. 1

Delegations of Authority

Secretary's Memorandum No. 1746, dated October 20, 1971, reconfirmed existing delegations of authorities to those Agencies and Offices reporting directly to the Secretary or Under Secretary for a 90 day period. Such period of time is hereby extended for an additional 90 days.

The 90 day period specified in Secretary's Memorandum No. 1746 for conducting a Department-wide review of delegations of authority is also hereby extended for an additional 90 days, since completion of the review will require additional time.



EARL L. BUTZ
Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

January 19, 1972

SECRETARY'S MEMORANDUM NO. 174, SUPPLEMENT NO. 1

Delegations of Authority

Secretary's Memorandum No. 174, dated October 20, 1971, recommended existing delegations of authority to those agencies and offices reporting directly to the Secretary or Under Secretary for a 90 day period. Such period of time is hereby extended for an additional 90 days.

The 90 day period specified in Secretary's Memorandum No. 174 for conducting a department-wide review of delegations of authority is also hereby extended for an additional 90 days, since completion of the review will require additional time.

Paul J. Hoff
PAUL J. HOFF
Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

April 14, 1972.

SECRETARY'S MEMORANDUM NO. 1746, SUPPLEMENT NO. 2

Delegations of Authority

Secretary's Memorandum No. 1746, Supplement No. 1, dated January 17, 1972, reconfirmed existing delegations of authorities to those Agencies and Offices reporting directly to the Secretary or Under Secretary for an additional 90-day period. Such period of time is hereby further extended for an additional 90 days.

The period specified in Secretary's Memorandum No. 1746, Supplement No. 1, for conducting a Department-wide review of delegations of authority is also further extended for an additional 90 days, since completion of the review will require additional time.

Earl L. Butz

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

April 14, 1972

SECRETARY'S MEMORANDUM NO. 1746, SUPPLEMENT NO. 2

Delegation of Authority

Secretary's Memorandum No. 1746, Supplement No. 1, dated January 17, 1972, reconfirmed existing delegations of authority to those Agencies and Offices reporting directly to the Secretary or Under Secretary for an additional 90-day period. Such period of time is hereby further extended for an additional 90 days.

The period specified in Secretary's Memorandum No. 1746, Supplement No. 1, for conducting a Department-wide review of delegations of authority is also further extended for an additional 90 days, since completion of the review will require additional time.

Carl L. Butz

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
Washington, D.C. 20250

July 13, 1972.

SECRETARY'S MEMORANDUM NO. 1746, SUPPLEMENT NO. 3

Delegations of Authority

Secretary's Memorandum No. 1746, Supplement No. 2, dated April 14, 1972, reconfirmed existing delegations of authorities to those Agencies and Offices reporting directly to the Secretary or Under Secretary for an additional 90-day period. Such period of time is hereby further extended for an additional 90 days.

The period specified in Secretary's Memorandum No. 1746, Supplement No. 2, for conducting a Department-wide review of delegations of authority is also further extended for an additional 90 days, since completion of the review will require additional time.

Earl L. Butz

Richard E. Lynd
Acting Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20250

July 18, 1972

SECRETARY'S MEMORANDUM NO. 1756, SUPPLEMENT NO. 2

Delegation of Authority

Secretary's Memorandum No. 1756, Supplement No. 2, dated April 16, 1972, recommended existing delegations of authority to the Secretary and Office reporting directly to the Secretary or Under Secretary for an additional 90-day period. Such period of time is hereby further extended for an additional 90 days.

The period specified in Secretary's Memorandum No. 1756, Supplement No. 2, for continuing a Department-wide review of delegations of authority is also further extended for an additional 90 days, since completion of the review will require additional time.

Carl L. Butz

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
Washington, D. C. 20250

October 13, 1972

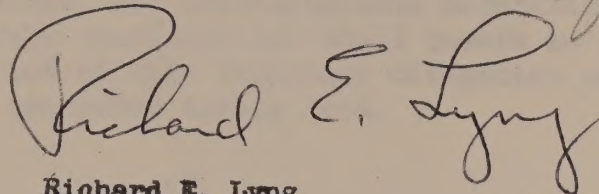
SECRETARY'S MEMORANDUM NO. 1746, SUPPLEMENT 4

Delegations of Authority

Secretary's Memorandum No. 1746, Supplement No. 3, dated July 13, 1972, reconfirmed existing delegations of authorities to those Agencies and Offices reporting directly to the Secretary or Under Secretary for an additional 90-day period. Such period of time is hereby extended until further notice.

The period specified in Secretary's Memorandum No. 1746, Supplement No. 3, for conducting a Department-wide review of delegations of authority is also further extended, since completion of the review will require additional time.

until further notice



Richard E. Lyng
Acting Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
Washington, D. C. 20250

SECRETARY'S MEMORANDUM NO. 1746, SUPPLEMENT A

Delegation of Authority

Secretary's Memorandum No. 1746, Supplement No. A, dated July 13, 1975, recommended existing delegations of authority to those Agencies and Offices reporting directly to the Secretary or Under Secretary for an additional 90-day period. Such period of time is hereby extended until further notice.

The period specified in Secretary's Memorandum No. 1746, Supplement No. A, for conducting a department-wide review of delegations of authority is also further extended, since completion of the review will require additional time.

Richard E. Lyne
Richard E. Lyne
Acting Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
Washington, D. C. 20250

October 20 1971

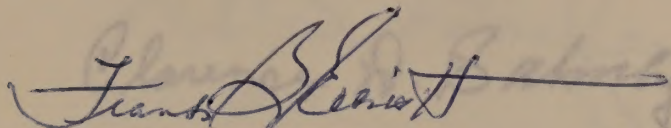
SECRETARY'S MEMORANDUM NO. 1747

Delegations of Authority

Secretary's Memorandum No. 1746 withdraws all delegations of authority from Department agencies and staff offices and redelegates them to assistant secretaries and directors with provision for further delegation back to agencies on a temporary basis pending completion of the review required by that memorandum.

Under that authority, I hereby delegate, on a temporary basis, to the Director, Office of Budget and Finance; the Director, Office of Information; the Director, Office of Management Improvement; the Director, Office of Management Services; the Director, Office of Personnel; the Director, Office of Plant and Operations; and the Chief Hearing Examiner, all authorities relating to their respective staff offices delegated to me under Secretary's Memorandum No. 1746 .

In addition, all subdelegations heretofore made under such authorities are hereby confirmed and shall remain in full force and effect during the period of this temporary delegation unless sooner revoked or changed by the concerned agency head.



FRANK B. ELLIOTT
Assistant Secretary for International
for Administration

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
Washington, D. C. 20250

October 20 1971

SECRETARY'S MEMORANDUM NO. 1747

Delegations of Authority

Secretary's Memorandum No. 1747 withdraws all delegations of authority from Department agencies and staff offices and redelegates them to assistant secretaries and directors with provision for further delegation back to agencies on a temporary basis pending completion of the review required by that memorandum.

Under this authority, I hereby delegate, on a temporary basis, to the Director, Office of Budget and Finance; the Director, Office of Information; the Director, Office of Management Improvement; the Director, Office of Management Services; the Director, Office of Personnel; the Director, Office of Plant and Operations; and the Chief Hearing Examiner, all authorities relating to their respective staff offices delegated to me under Secretary's Memorandum No. 1747.

In addition, all subdelegations heretofore made under such authorities are hereby confirmed and shall remain in full force and effect during the period of this temporary delegation unless sooner revoked or changed by the concerned agency head.


FRANK S. ELLIOTT
Assistant Secretary
for Administration

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
Washington, D. C. 20250

October 20 1971

SECRETARY'S MEMORANDUM NO. 1748

Delegations of Authority

Secretary's Memorandum No. 1746 withdraws all delegations of authority from Department agencies and staff offices and redelegates them to assistant secretaries and directors with provision for further delegation back to agencies on a temporary basis pending completion of the review required by that memorandum.

Under that authority, I hereby delegate, on a temporary basis, to the Administrator, Agricultural Stabilization and Conservation Service; the Administrator, Foreign Agricultural Service; Manager, Federal Crop Insurance Corporation; the General Sales Manager, Export Marketing Service; and the Director, International Organizations Staff, all authorities relating to their respective agencies delegated to me under Secretary's Memorandum No. 1746.

In addition, all subdelegations heretofore made under such authorities are hereby confirmed and shall remain in full force and effect during the period of this temporary delegation unless sooner revoked or changed by the concerned agency head.

Clarence D. Palmbly

CLARENCE D. PALMBY
Assistant Secretary for International
Affairs and Commodity Programs

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
Washington, D. C. 20250

October 20 1977

SECRETARY'S MEMORANDUM NO. 1547

Delegation of Authority

Secretary's Memorandum No. 1547. Withdrawing all delegations of authority from Department agencies and staff offices and redesignating them to Assistant Secretaries and Directors with provision for further delegation back to agencies on a temporary basis pending completion of the review required by last memorandum.

Under that authority, I hereby delegate, on a temporary basis, to the Administrator, Agricultural Stabilization and Conservation Service; the Administrator, Foreign Agricultural Service; Manager, Federal Crop Insurance Corporation; the General Sales Manager, Export Marketing Service; and the Director, International Organization Staff, all authorities relating to their respective agencies delegated to me under Secretary's Memorandum No. 1547.

In addition, all subdelegations heretofore made under such authorities are hereby confirmed and shall remain in full force and effect during the period of this temporary delegation unless sooner revoked or changed by the concerned agency head.

CLARENCE D. BARNY
Assistant Secretary for International
Affairs and Consistency Programs

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
Washington, D. C. 20250

October 20 1971

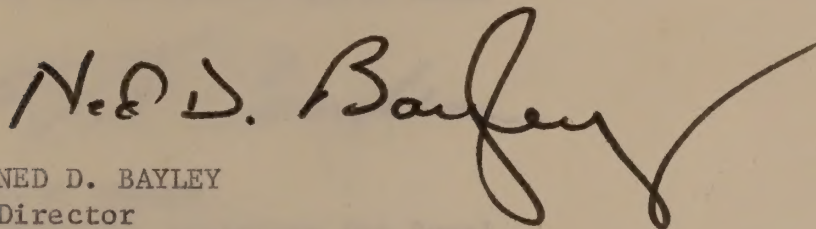
SECRETARY'S MEMORANDUM NO. 1749

Delegations of Authority

Secretary's Memorandum No. 1746 withdraws all delegations of authority from Department agencies and staff offices and redelegates them to assistant secretaries and directors with provision for further delegation back to agencies on a temporary basis pending completion of the review required by that memorandum.

Under that authority, I hereby delegate, on a temporary basis, to the Administrator, Agricultural Research Service; the Administrator, Cooperative State Research Service; the Administrator, Extension Service; the Director, National Agricultural Library; and the Director, Science and Education Staff, all authorities relating to their respective agencies delegated to me under Secretary's Memorandum No. 1746.

In addition, all subdelegations heretofore made under such authorities are hereby confirmed and shall remain in full force and effect during the period of this temporary delegation unless sooner revoked or changed by the concerned agency head.



NED D. BAYLEY
Director
Science and Education

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

October 20 1951

SECRETARY'S MEMORANDUM NO. 154

Delegations of Authority

Secretary's Memorandum No. 154 withdraws all delegations of authority from Department agencies and staff officers and redelegates them to assistant secretaries and directors with provision for further delegation back to agencies on a temporary basis pending completion of the review required by this memorandum.

Under this authority, I hereby delegate, on a temporary basis, to the Administrator, Agricultural Research Service; the Administrator, Cooperative State Research Service; the Administrator, Extension Service; the Director, National Agricultural Library; and the Director, Science and Education Staff, all authorities relating to their respective agencies delegated to me under Secretary's Memorandum No. 154.

In addition, all subdelegations heretofore made under such authorities are hereby confirmed and shall remain in full force and effect during the period of this temporary delegation unless sooner revoked or changed by the concerned agency head.

M. D. Sawyer

M. D. SAWYER
Director
Science and Education

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
Washington, D. C. 20250

October 20 1971

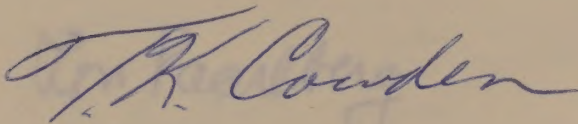
SECRETARY'S MEMORANDUM NO. 1750

Delegations of Authority

Secretary's Memorandum No. 1746 withdraws all delegations of authority from Department agencies and staff offices and redelegates them to assistant secretaries and directors with provision for further delegation back to agencies on a temporary basis pending completion of the review required by that memorandum.

Under that authority, I hereby delegate, on a temporary basis, to the Administrator, Farmer Cooperative Service; the Administrator, Farmers Home Administration; the Chief, Forest Service; the Administrator, Rural Electrification Administration; and the Administrator, Soil Conservation Service, all authorities relating to their respective agencies delegated to me under Secretary's Memorandum No. 1746.

In addition, all subdelegations heretofore made under such authorities are hereby confirmed and shall remain in full force and effect during the period of this temporary delegation unless sooner revoked or changed by the concerned agency head.



T. K. COWDEN
Assistant Secretary for Rural
Development and Conservation

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
Washington, D. C. 20250

October 20 1977

1570
SECRETARY'S MEMORANDUM NO.

Delegations of Authority

Secretary's Memorandum No. 77-1570 withdraws all delegations of authority from Department agencies and staff offices and redesignates them to assistant secretaries and directors with provision for further delegation back to agencies on a temporary basis pending completion of the review required by that memorandum.

Under that authority, I hereby delegate, on a temporary basis, to the Administrator, Forest Cooperative Service; the Administrator, Forest Service; the Chief, Forest Service; the Administrator, Rural Electrification Administration; and the Administrator, Soil Conservation Service, all authorities relating to their respective agencies delegated to me under Secretary's Memorandum No. 77-1570.

In addition, all delegations heretofore made under such authorities are hereby confirmed and shall remain in full force and effect during the period of this temporary delegation unless sooner revoked or changed by the concerned agency head.


T. E. CONNOR
Assistant Secretary for Rural
Development and Conservation

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
Washington, D. C. 20250

October 20 1971

SECRETARY'S MEMORANDUM NO. 1751

Delegations of Authority

Secretary's Memorandum No. 1746 withdraws all delegations of authority from Department agencies and staff offices and redelegates them to assistant secretaries and directors with provision for further delegation back to agencies on a temporary basis pending completion of the review required by that memorandum.

Under that authority, I hereby delegate, on a temporary basis, to the Administrator, Economic Research Service; the Administrator, Foreign Economic Development Service; the Administrator, Statistical Reporting Service; and the Director, Staff Economists Group, all authorities relating to their respective agencies delegated to me under Secretary's Memorandum No. 1746.

In addition, all subdelegations heretofore made under such authorities are hereby confirmed and shall remain in full force and effect during the period of this temporary delegation unless sooner revoked or changed by the concerned agency head.

Don Paarlberg

DON PAARLBERG
Director
Agricultural Economics

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
Washington, D. C. 20250

October 20 1971

SECRETARY'S MEMORANDUM NO. 1721

Delegation of Authority

Secretary's Memorandum No. 1721 contains all delegations of authority from important agencies and staff offices and redesignates them to Assistant Secretaries and Directors with provision for further delegation back to agencies on a temporary basis pending completion of the review required by this memorandum.

Under that authority, I hereby delegate, on a temporary basis, to the Administrator, Economic Research Service; the Administrator, Foreign Economic Development Service; the Administrator, Statistical Reporting Service; and the Director, Staff Economic Group, all authorities relating to their respective agencies delegated to me under Secretary's Memorandum No. 1721.

In addition, all subdelegation authorities are under such authorities are hereby confirmed and shall remain in full force and effect during the period of this temporary delegation unless action is taken or changed by the concerned agency head.

Don Paarlberg
DON PAARLBERG
Director
Agricultural Economics

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
Washington, D. C. 20250

October 20 1971

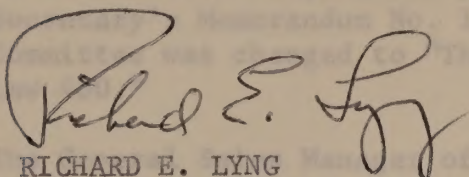
SECRETARY'S MEMORANDUM NO. 1752

Delegations of Authority

Secretary's Memorandum No. 1746 withdraws all delegations of authority from Department agencies and staff offices and redelegates them to assistant secretaries and directors with provision for further delegation back to agencies on a temporary basis pending completion of the review required by that memorandum.

Under that authority, I hereby delegate, on a temporary basis, to the Administrator, Commodity Exchange Authority; the Administrator, Consumer and Marketing Service; the Administrator, Food and Nutrition Service; and the Administrator, Packers and Stockyards Administration, all authorities relating to their respective agencies delegated to me under Secretary's Memorandum No. 1746.

In addition, all subdelegations heretofore made under such authorities are hereby confirmed and shall remain in full force and effect during the period of this temporary delegation unless sooner revoked or changed by the concerned agency head.



RICHARD E. LYNG

Assistant Secretary for
Marketing and Consumer Services

The membership of the Committee includes representatives of the Departments of Agriculture, State (including the Agency for International Development), Treasury, Commerce, Defense, Office of Emergency Planning and Office of Management and Budget. Additional representatives may be added by the chairman as necessary.

The Committee will review proposals for agreements under Title I of the Act, proposed operation programs under Title II of the Act, and other related programs and operations. The purpose of the Committee's review will be to assure coordination of all aspects of U.S. Government interest and policy in developing agreements and programs. Appropriate subcommittees and working groups may be established by the chairman as necessary.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

October 20 1971

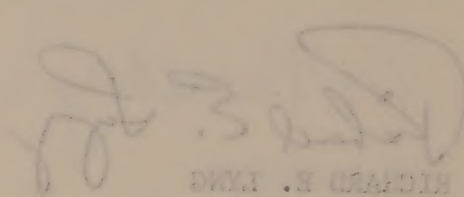
SECRETARY'S MEMORANDUM NO. 1725

Delegation of Authority

Secretary's Memorandum No. 1725, dated October 14, 1971, withdrew all delegations of authority from Department agencies and staff offices and redelegated them to assistant secretaries and directors with provision for further delegation back to agencies on a temporary basis pending completion of the review required by that memorandum.

Under that authority, I hereby delegate, on a temporary basis, to the Administrator, Commodity Exchange Authority; the Administrator, Consumer and Marketing Service; the Administrator, Food and Nutrition Service; and the Administrator, Packers and Stockyards Administration, all authorities relating to their respective agencies delegated to me under Secretary's Memorandum No. 1725.

In addition, all subdelegation memoranda made under such authorities are hereby continued and shall remain in full force and effect during the period of this temporary delegation unless sooner revoked or changed by the concerned agency head.


RICHARD E. KING
Assistant Secretary for
Marketing and Consumer Services

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UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

November 3 1971

SECRETARY'S MEMORANDUM NO. 1753

Operations Under the Agricultural Trade Development
and Assistance Act of 1954, as Amended

Under the Agricultural Trade Development and Assistance Act of 1954 (Public Law 480, 83rd Congress) enacted July 10, 1954, as amended, and Executive Orders issued pursuant to it, the Department of Agriculture is assigned primary responsibility for administration of Title I. The Secretary of Agriculture also has responsibility for determining the agricultural commodities and quantities thereof available for Public Law 480, as well as the commodities and quantities thereof which may be included in negotiations with each country, after consulting with other agencies of the Government and within policies laid down by the President. In addition, the Secretary of Agriculture has responsibility of assuring effective coordination with other United States Government agencies.

The Interagency Staff Committee on Agricultural Surplus Disposal was established by Secretary's Memorandum No. 1361, Supplement 1, on October 6, 1954, to carry out interagency coordination. In Secretary's Memorandum No. 1637 dated July 15, 1968, the name of this Committee was changed to "The Interagency Staff Committee on Public Law 480."

The General Sales Manager of the Export Marketing Service will have primary responsibility for carrying out interagency coordination and functions of the Department with respect to Public Law 480 activities and he, or his designee, will serve as chairman of the Committee.

The membership of the Committee includes representatives of the Departments of Agriculture, State (including the Agency for International Development), Treasury, Commerce, Defense, Office of Emergency Planning and Office of Management and Budget. Additional representatives may be added by the chairman as necessary.

The Committee will review proposals for agreements under Title I of the Act, proposed donation programs under Title II of the Act, and other related programs and operations. The purpose of the Committee's review will be to assure coordination of all aspects of U.S. Government interest and policy in developing agreements and programs. Appropriate subcommittees and working groups may be established by the chairman as necessary.

The General Sales Manager, EMS also has responsibility (1) for day-to-day operations of PL 480 activities, (2) for presentation to the CCC Board of Directors and the Secretary recommendations for determination of availability for PL 480 use, based on estimates of commodity estimates committees, and (3) for appropriate consultations with other agencies outside the ISC channels provided for herein.

The Secretary's Working Committee, originally established by Secretary's Memorandum No. 1361 on August 2, 1954, is hereby abolished.

With this issuance, Secretary's Memorandum No. 1637, dated July 15, 1968, is hereby superseded.

J. Phil Campbell
J. Phil Campbell
Acting Secretary

The Secretary of Agriculture, or his designee, shall serve as chairman. Other than the chairman, the committee shall consist of eleven members, six of whom shall be representatives of producers or their organizations. Some of the eleven members shall be Federal employees. Members may not appoint alternates to serve in their stead. Committee members are appointed for two-year terms.

Travel and per diem expenses are available in accordance with applicable regulations of the Department. The committee shall meet annually and at such other times as deemed necessary by the chairman.

Clifford M. Hendon

The General Sales Manager, RMS also has responsibility (1) for day-to-day operations of PL 480 activities, (2) for presentation to the CCC Board of Directors and the Secretary recommendations for determination of availability for PL 480 use, based on estimates of commodity estimates committee, and (3) for appropriate consultation with other agencies outside the ISC channels provided for herein.

The Secretary's Working Committee, originally established by Secretary's Memorandum No. 1361 on August 2, 1954, is hereby abolished.

With this issuance, Secretary's Memorandum No. 1637, dated July 15, 1958, is hereby superseded.

John Campbell
J. Earl Campbell
Acting Secretary



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

November 11, 1971.

SECRETARY'S MEMORANDUM NO. 1754

National Agricultural Research Policy Advisory Committee

OFFICIAL
SECRETARY'S FILES
FILED
RECORDS SECTION

The Research and Marketing Act of 1946 (7 U.S.C. 1628) directs the establishment of a national advisory committee to aid in the development and implementation of research and service work authorized by the Act, and to assist in obtaining the fullest cooperation among Federal and State agencies, producers, farm organizations, and private industry, and to secure the greatest benefit from the expenditure of funds in this area.

This memorandum establishes the National Agricultural Research Policy Advisory Committee in accordance with the requirements of 7 U.S.C. 1628, the committee previously established having expired.

The Secretary of Agriculture, or his designee, shall serve as chairman. Other than the chairman, the committee shall consist of eleven members, six of whom shall be representatives of producers or their organizations. None of the eleven members shall be Federal employees. Members may not appoint alternates to serve in their stead. Committee members are appointed for two-year terms.

Travel and per diem expenses are available in accordance with applicable regulations of the Department. The committee shall meet annually and at such other times as deemed necessary by the chairman.

Clifford M. Harden

COMMITTEES *Agricultural Research Policy (natl. Adv.)*



EXHIBIT NO. 100-100000-100000

NATIONAL AGRICULTURAL POLICY ADVISORY COMMITTEE

The Research and Planning Act of 1946 (P.L. 79-400) directed the establishment of a national advisory committee to aid in the development and administration of research and statistics work authorized by the Act, and to assist in obtaining the fullest cooperation by the Federal and State agencies, producers, farm organizations, and private industry, and to secure the greatest benefits from the expenditures of funds in this area.

This committee established the National Agricultural Research Policy Advisory Committee in accordance with the provisions of P.L. 79-400, the committee previously established having expired.

The Secretary of Agriculture, or his designee, shall serve as chairman. Other than the chairman, the committee shall consist of eleven members, six of whom shall be representatives of producers or their organizations. None of the eleven members shall be Federal employees. Members may not receive salaries or serve in their official capacities as employees of the Government. Committees members are appointed for two-year terms.

Travel and per diem expenses are available in accordance with applicable regulations of the Department. The committee shall meet annually and at such other times as deemed necessary by the chairman.

Handwritten signature

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

January 11, 1973..

SECRETARY'S MEMORANDUM NO. 1754, SUPPLEMENT 1

National Agricultural Research Advisory Committee

This memorandum amends Secretary's Memorandum No. 1754, dated November 11, 1971, as follows:

The Committee's name is corrected from "National Agricultural Research Policy Advisory Committee" to "National Agricultural Research Advisory Committee."

The following is added to Secretary's Memorandum No. 1754, in order to comply with P.L. 92-463:

The Committee reports to the Secretary of Agriculture. The Director of Science and Education, USDA, will provide the necessary support to the Committee.

Estimated annual operating costs of the Committee are \$8300 and .1 man-year of staff support.

The duties of the Committee could not reasonably be completed in less than two years from the date of Secretary's Memorandum No. 1754. The duties of the members include acquainting themselves with problems of producers and other segments of the agricultural industry and of others affected by agriculture, reviewing and evaluating current agricultural research programs, and recommending needed adjustments in those programs.

It is estimated that the Committee will meet annually.

Earl Butz

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

January 11, 1972

SECRETARY'S MEMORANDUM NO. 1754, SUPPLEMENT 1

National Agricultural Research Advisory Committee

This memorandum amends Secretary's Memorandum No. 1754, dated November 11, 1971, as follows:

The Committee's name is corrected from "National Agricultural Research Policy Advisory Committee" to "National Agricultural Research Advisory Committee."

The following is added to Secretary's Memorandum No. 1754, in order to comply with P.L. 92-463:

The Committee reports to the Secretary of Agriculture. The Director of Science and Education, USDA, will provide the necessary support to the Committee.

Estimated annual operating costs of the Committee are \$8300 and 1 man-year of staff support.

The duties of the Committee could not reasonably be completed in less than two years from the date of Secretary's Memorandum No. 1754. The duties of the members include acquainting themselves with problems of producers and other segments of the agricultural industry and of others affected by agriculture, reviewing and evaluating current agricultural research programs, and recommending needed adjustments in those programs.

It is estimated that the Committee will meet annually.

Paul H. [unclear]

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

September 18, 1973.

SECRETARY'S MEMORANDUM NO. 1754 AND SUPPLEMENT 1
RESCISSION NOTICE

National Agricultural Research Advisory Committee

The Research and Marketing Act of 1946, P.L. 79-733, Title III, Section 301 required the establishment of a national advisory committee to aid in the development and implementation of research and service work authorized by the Act. In recent years this committee has been known as the National Agricultural Research Advisory Committee.

The Agriculture and Consumer Protection Act of 1973, P.L. 93-86, Section 2 repealed Section 301 of P.L. 79-733. Accordingly, the National Agricultural Research Advisory Committee is terminated and Secretary's Memorandum No. 1754, November 11, 1971 and its Supplement 1, January 11, 1973, are rescinded.

Earl L. Butz

Earl L. Butz
Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

SECRETARY'S MEMORANDUM NO. 1754 AND SUPPLEMENT 1
REVISION NOTICE

National Agricultural Research Advisory Committee

The Research and Marketing Act of 1946, P.L. 79-733, Title III, Section 301 required the establishment of a national advisory committee to aid in the development and implementation of research and service work authorized by the Act. In recent years this committee has been known as the National Agricultural Research Advisory Committee.

The Agriculture and Consumer Protection Act of 1973, P.L. 93-86, Section 2 repealed Section 301 of P.L. 79-733. Accordingly, the National Agricultural Research Advisory Committee is terminated and Secretary's Memorandum No. 1754, November 11, 1971 and its Supplement 1, January 11, 1973, are rescinded.

Paul L. Butz

Paul L. Butz
Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C., 20250

November 12, 1971.

SECRETARY'S MEMORANDUM NO. 1755

Protection of Human Subjects of Research

Safeguarding the rights and welfare of people used as subjects in research projects conducted by the Department or supported by the Department is a responsibility of the USDA agency conducting the research and the University or other institution responsible for projects conducted with funds made available through the Department. It is our policy that such research must protect the rights and welfare of the subjects, must assure that risks do not outweigh either potential benefits to the subjects or the expected value of the knowledge sought, and must assure each person the right of adequate and appropriate informed consent.

The applicability of this policy is more obvious in medical and biological science research involving procedures that may be potentially harmful to persons used as subjects of study. It applies also to economic, social, and behavioral research that may involve varying degrees of discomfort, irritation, or harassment of persons or groups and to research in which rights of privacy of persons must be safeguarded by confidentiality of information obtained and by proper use of findings.

In all research projects covered by this policy, selection of persons or groups for study shall be made without regard to sex, race, color, religion, or national origin unless these characteristics are factors to be studied. Any investigator planning a project that includes these characteristics as factors for classification must outline his plans and the justification for them clearly in his project statement and must obtain written approval of such plans from the director of the responsible agency before initiating research. Appropriate documentation should be kept when research includes members of minority groups selected as subjects of study because of their minority status.

To protect the safety and welfare of people who are subjects of research and to protect the researcher and his institution against liability when human subjects are involved in a study, each proposed project supported by USDA funds must be reviewed and approved by a committee named for the purpose by the director having responsibility for the research. The committee may include scientists other than the principal investigator, lay consultants, and legal advisors as deemed appropriate by the director. Documentation of the project must include the results of such review and recommendations of the reviewing committee.

RESEARCH WORK

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C., 20250

November 18, 1971

SECRETARY'S MEMORANDUM NO. 145

Protection of Human Subjects of Research

Safeguarding the rights and welfare of people used as subjects in research projects conducted by the Department or supported by the Department is a responsibility of the USDA agency conducting the research and the University or other institution responsible for projects conducted with funds made available through the Department. It is our policy that such research must protect the rights and welfare of the subjects, must assure that risks do not outweigh either potential benefits to the subjects or the expected value of the knowledge sought, and must assure each person the right of adequate and appropriate informed consent.

The applicability of this policy is more obvious in medical and biological science research involving procedures that may be potentially harmful to persons used as subjects of study. It applies also to economic, social, and behavioral research that may involve varying degrees of discomfort, irritation, or harassment of persons or groups and to research in which rights of privacy of persons must be safeguarded by confidentiality of information obtained and by proper use of findings.

In all research projects covered by this policy, selection of persons or groups for study shall be made without regard to sex, race, color, religion, or national origin unless these characteristics are factors to be studied. Any investigator planning a project that includes these characteristics as factors for classification must outline his plans and the justification for them clearly in his project statement and must obtain written approval of such plans from the director of the responsible agency before initiating research. Appropriate documentation should be kept when research includes members of minority groups selected as subjects of study because of their minority status.

To protect the safety and welfare of people who are subjects of research and to protect the researcher and his institution against liability when human subjects are involved in a study, each proposed project supported by USDA funds must be reviewed and approved by a committee named for the purpose by the director having responsibility for the research. The committee may include scientists other than the principal investigator, lay consultants, and legal advisors as deemed appropriate by the director. Documentation of the project must include the results of each review and recommendations of the reviewing committee.

This policy is consistent with recommendations of the Agricultural Research Policy Advisory Committee. Also, it is deemed to be consistent with existing policy of the U. S. Department of Health, Education, and Welfare, Public Health Service as expressed in DHEW Grants Administration Manual, Chapter 1-40, "Protection of Human Subjects."

Institutions that are in compliance with HEW rules will be in conformance with the USDA policy. If an institution receiving research funds from the USDA has applied to the Department of Health, Education and Welfare for a research grant or contract involving human subjects and is in compliance with the rules set out in the Department of Health, Education, and Welfare Grants Administration Manual, Chapter 1-40, then that institution will be deemed to have met USDA requirements. It is the responsibility of the CSRS to ascertain such compliance with respect to institutions receiving funds through that agency and the responsibility of other Department agencies making grants for research to institutions not receiving funds through CSRS to ascertain such compliance on the part of these institutions.

In cases where no HEW funds are involved, the appropriate USDA agency will require institutions to meet the requirements set out in the DHEW Grants Administration Manual.

J. Phil Campbell
Acting Secretary

This policy is consistent with recommendations of the Agricultural Research Policy Advisory Committee. Also, it is deemed to be consistent with existing policy of the U. S. Department of Health, Education, and Welfare, Public Health Service as expressed in DHW Grants Administration Manual, Chapter I-40, "Protection of Human Subjects."

Institutions that are in compliance with HEW rules will be in conformance with the USDA policy. If an institution receiving research funds from the USDA has applied to the Department of Health, Education and Welfare for a research grant or contract involving human subjects and is in compliance with the rules set out in the Department of Health, Education, and Welfare Grants Administration Manual, Chapter I-40, then that institution will be deemed to have met USDA requirements. It is the responsibility of the GRS to ascertain such compliance with respect to institutions receiving funds through that agency and the responsibility of other Department agencies making grants for research to institutions not receiving funds through GRS to ascertain such compliance on the part of these institutions.

In cases where no HEW funds are involved, the appropriate USDA agency will require institutions to meet the requirements set out in the DHW Grants Administration Manual.

John C. [unclear]
Acting Secretary



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

November 16, 1971.

SECRETARY'S MEMORANDUM NO. 1756

Establishment of Office of Equal Opportunity

PURPOSE: This memorandum announces changes in organization and assignments of responsibility relating to the Department's civil rights and equal employment opportunity programs.

CHANGES: The following changes are effective immediately:

1. The Office of Equal Opportunity is established as an agency at the Departmental staff level. The Director of the Office of Equal Opportunity will report directly to me. However, in all matters other than major policy issues, the Director of the Office of Equal Opportunity will be under the general supervision of the Assistant Secretary for Administration.
2. The Director is designated the Department's Contract Compliance Officer with respect to regulations governing enforcement of Executive Orders pertaining to non-discrimination by Government contractors. All functions and responsibilities formerly exercised by the Secretary's civil rights staff with respect thereto are transferred to the Office of Equal Opportunity.
3. All functions and responsibilities related to civil rights compliance, enforcement, and evaluation now in the Secretary's civil rights staff are transferred to the Office of Equal Opportunity.
4. The Director of the new office is designated the Director of Equal Employment Opportunity for this Department. Functions of the Office of Personnel in connection with Equal Employment Opportunity will remain unchanged.



November 18, 1977

SECRETARY'S MEMORANDUM NO. 111
Establishment of Office of Equal Opportunity

PURPOSE: This memorandum advises changes in organization and assignment of responsibility related to the Department's civil rights and equal employment opportunity program.

CHANGES: The following changes are effective immediately:

1. The Office of Equal Opportunity is established as an agency at the Departmental level. The Director of the Office of Equal Opportunity will report directly to me. However, in all matters other than major policy issues, the Director of the Office of Equal Opportunity will be under the general supervision of the Assistant Secretary for Administration.
2. The Director is designated the Department's Contract Compliance Officer with respect to regulations governing enforcement of Executive Order pertaining to non-discrimination by Government contractors. All functions and responsibilities formerly exercised by the Secretary's civil rights staff with respect thereto are transferred to the Office of Equal Opportunity.
3. All functions and responsibilities related to civil rights compliance, enforcement, and evaluation now in the Secretary's civil rights staff are transferred to the Office of Equal Opportunity.
4. The Director of the new office is designated the Director of Equal Employment Opportunity for this Department. Functions of the Office of Personnel in connection with Equal Employment Opportunity will remain unchanged.

December 18, 1971

5. The functions of the Assistant Secretary for Administration under Secretary's Memorandum 1662, as supplemented, are transferred to the Director, Office of Equal Opportunity.

6. The functions and responsibilities of the Office of the General Counsel and the Office of the Inspector General and other Department agencies remain unchanged.

IMPLEMENTING ACTION: The Director, Office of Equal Opportunity, and the Assistant Secretary for Administration shall take all administrative actions necessary to implement this memorandum.

Clifford M. Hardin
Secretary of Agriculture

"In carrying out the program, the Secretary shall coordinate the activities of local, county, and State committees which shall carry out section 8 of the Soil Conservation and Domestic Allotment Act, as amended."

Administrative responsibility for the new authority is hereby assigned to the Agricultural Stabilization and Conservation Service. Conservation planning and technical servicing responsibilities for the new authority is hereby assigned to the Soil Conservation Service.

Advisory Board

The Act provides authority for the Secretary to appoint an Advisory Board in advice and consult on matters relating to his functions under the Act. A Water Bank Advisory Board is hereby established. The Board will meet at the call of its Chairman. The Board shall terminate two years from the date of this memorandum.

Members will be appointed by the Secretary. Funds will be available for reimbursement of travel and per diem expenses in accordance with applicable regulations of the Department of Agriculture.

The Administrator of the Agricultural Stabilization and Conservation Service will be Chairman. The Deputy Administrator, State and County Operations, of the Agricultural Stabilization and Conservation Service will be Vice Chairman. The Deputy Administrator for Field Services of the Soil Conservation Service will be Associate Vice Chairman. The Director of the Conservation and Land Use Programs Division of the Agricultural Stabilization and Conservation Service will serve as Executive Secretary.

Earl B. Buttz
Secretary of Agriculture

COMMITTEES *Water Bank Advisory Board*

5. The functions of the Assistant Secretary for Administration under Secretary's Memorandum 1662, as supplemented, are transferred to the Director, Office of Equal Opportunity.

6. The functions and responsibilities of the Office of the General Counsel and the Office of the Inspector General and other Department agencies remain unchanged.

IMPLEMENTING ACTION: The Director, Office of Equal Opportunity, and the Assistant Secretary for Administration shall take all administrative actions necessary to implement this memorandum.

[Signature]
Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

December 16, 1971.

SECRETARY'S MEMORANDUM NO. 1757

Water Bank Program

The Water Bank Act, Public Law 91-559, approved December 19, 1970, authorized and directed the Secretary of Agriculture to formulate and carry out a continuous program to prevent the serious loss of wetlands and to preserve, restore, and improve such lands. The law states:

"In effectuating the water bank program authorized by this Act, the Secretary shall have authority to enter into agreements with land owners and operators in important migratory waterfowl nesting and breeding areas for the conservation of water on specified farm, ranch, or other wetlands identified in a conservation plan developed in cooperation with the Soil and Water Conservation District in which the lands are located, under such rules and regulations as the Secretary may prescribe. These agreements shall be entered into for a period of ten years, with provision for renewal for additional periods of ten years each."

"In carrying out the program, the Secretary may utilize the services of local, county, and State committees established under section 8 of the Soil Conservation and Domestic Allotment Act, as amended."

Administrative responsibility for this new authority is hereby assigned to the Agricultural Stabilization and Conservation Service. Conservation planning and technical servicing responsibility for this new authority is hereby assigned to the Soil Conservation Service.

Advisory Board

The Act provides authority for the Secretary to appoint an Advisory Board to advise and consult on matters relating to his functions under the Act. A Water Bank Advisory Board is hereby established. The Board will meet at the call of its Chairman. The Board shall terminate two years from the date of this memorandum.

Members will be appointed by the Secretary. Funds will be available for reimbursement of travel and per diem expenses in accordance with applicable regulations of the Department of Agriculture.

The Administrator of the Agricultural Stabilization and Conservation Service will be Chairman. The Deputy Administrator, State and County Operations, of the Agricultural Stabilization and Conservation Service will be Vice Chairman. The Deputy Administrator for Field Services of the Soil Conservation Service will be Associate Vice Chairman. The Director of the Conservation and Land Use Programs Division of the Agricultural Stabilization and Conservation Service will serve as Executive Secretary.

Earl L. Buttz

Secretary of Agriculture

COMMITTEES

(Water Bank Advisory)

December 16, 1971

SECRETARY'S MEMORANDUM NO. 1721

Water Bank Program

The Water Bank Act, Public Law 91-559, approved December 19, 1970, authorized and directed the Secretary of Agriculture to formulate and carry out a continuous program to prevent the serious loss of wetlands and to preserve, restore, and improve such lands. The law states:

"In effectuating the water bank program authorized by this Act, the Secretary shall have authority to enter into agreements with land owners and operators in important migratory waterfowl nesting and breeding areas for the conservation of water on specified farm, ranch, or other wetlands identified in a conservation plan developed in cooperation with the Soil and Water Conservation District in which the lands are located, under such rules and regulations as the Secretary may prescribe. These agreements shall be entered into for a period of ten years, with provision for renewal for additional periods of ten years each."

"In carrying out the program, the Secretary may utilize the services of local, county, and State committees established under section 8 of the Soil Conservation and Domestic Allotment Act, as amended."

Administrative responsibility for this new authority is hereby assigned to the Agricultural Stabilization and Conservation Service. Conservation planning and technical servicing responsibility for this new authority is hereby assigned to the Soil Conservation Service.

Advisory Board

The Act provides authority for the Secretary to appoint an Advisory Board to advise and consult on matters relating to his functions under the Act. A Water Bank Advisory Board is hereby established. The Board will meet at the call of its Chairman. The Board shall terminate two years from the date of this memorandum.

Members will be appointed by the Secretary. Funds will be available for reimbursement of travel and per diem expenses in accordance with applicable regulations of the Department of Agriculture.

The Administrator of the Agricultural Stabilization and Conservation Service will be Chairman. The Deputy Administrator, State and County Operations, of the Agricultural Stabilization and Conservation Service will be Vice Chairman. The Deputy Administrator for Field Services of the Soil Conservation Service will be Associate Vice Chairman. The Director of the Conservation and Land Use Programs Division of the Agricultural Stabilization and Conservation Service will serve as Executive Secretary.

Secretary of Agriculture

COMMITTEES

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

December 23, 1971

SECRETARY'S MEMORANDUM NO. 1758

General Conference Committee of the National Poultry Improvement Plan

The General Conference Committee is an integral part of the National Poultry Improvement Plan which is administered under the authority of the Department of Agriculture Organic Act of 1944, as amended (7 U.S.C. 429). This Committee represents cooperating Official State Agencies and participating industry members in making recommendations to the Department with respect to interpretation of and changes in the Plan provisions.

This Committee was originally established in 1947, based on the recommendations of a national conference of representatives of cooperating State agencies. The recommendations of the Committee have aided the Department in keeping the Plan program geared to the needs of the industry, thus contributing substantially to the success of the program. In view of these services, I have determined that the General Conference Committee of the National Poultry Improvement Plan be continued. Continuation of the Committee is in the public interest in connection with the performance of the duties and responsibilities of this Department.

The Committee shall terminate two years from the date of this memorandum, subject to extension. Travel and per diem expenses for Committee members will be available in accordance with applicable regulations and procedures of the Department.

The functions of the Committee shall be:

- (1) To recommend whether new proposals for changes in the National Poultry Improvement Plan (i.e. proposals that have not been submitted as provided in 9 CFR 447.44) should be considered.
- (2) During the interim between National Poultry Improvement Plan conferences, the Committee shall represent the cooperating States and participating industry members in:

COMMITTEES

National Poultry Improvement Plan, General Conference

SECRETARY'S MEMORANDUM NO. 1728

General Conference Committee of the National Poultry Improvement Plan

The General Conference Committee is an integral part of the National Poultry Improvement Plan which is administered under the authority of the Department of Agriculture Organic Act of 1944, as amended (7 U.S.C. 482). This Committee represents cooperating official State agencies and participating industry members in making recommendations to the Department with respect to interpretation of and changes in the Plan provisions.

This Committee was originally established in 1947, based on the recommendations of a national conference of representatives of cooperating State agencies. The recommendations of the Committee have aided the Department in keeping the Plan program geared to the needs of the industry, thus contributing substantially to the success of the program. In view of these services, I have determined that the General Conference Committee of the National Poultry Improvement Plan be continued. Continuation of the Committee is in the public interest in connection with the performance of the duties and responsibilities of this Department.

The Committee shall terminate two years from the date of this memorandum, subject to extension. Travel and per diem expenses for Committee members will be available in accordance with applicable regulations and procedures of the Department.

The functions of the Committee shall be:

(1) To recommend whether new proposals for changes in the National Poultry Improvement Plan (i.e., proposals that have not been submitted as provided in 9 CFR 147.44) should be considered.

(2) During the interim between National Poultry Improvement Plan conferences, the Committee shall represent the cooperating States and participating industry members in:

(i) Reviewing and giving recommendations regarding the Department's report of changes and editing of 9 CFR Chapter IV, Subchapter A.

(ii) Serving in an advisory capacity with respect to administrative procedures and interpretations of the provisions of 9 CFR Chapter IV, Subchapter A.

(iii) Recommending to the Secretary such administrative changes in the requirements of the Plan as may be necessitated by unforeseen conditions when postponement until the next conference of the National Poultry Improvement Plan would seriously impair the operations of the program.

(iv) Assisting the Animal Science Research Division, Agricultural Research Service in formulating plans for the next National Poultry Improvement Plan conference.

The Director, Science and Education, or his designee, will serve as Chairman. One member from each of six geographic areas of the United States will be designated by an elective process prescribed in the provisions of the Plan (9 CFR 447.43(b)). The Committee will meet at the call of the Chairman.

Earl L. Butz

Earl L. Butz
Secretary

(iii) Recommending to the Secretary of Agriculture, such administrative changes in the requirements of the Plan as may be necessitated by unforeseen conditions when postponement until the next conference would seriously impair the operation of the program. Such changes shall remain in effect only until confirmed or rejected by the next NPIP Conference, or until sooner rescinded by the Committee.

(iv) Assisting the Agricultural Research Service in formulating plans for the next conference.

National Poultry Improvement Plan Annual Conference

(1) Reviewing and giving recommendations regarding the Department's report of changes and editing of 9 CFR Chapter IV Subchapter A.

(ii) Serving in an advisory capacity with respect to administrative procedures and interpretations of the provisions of 9 CFR Chapter IV Subchapter A.

(iii) Recommending to the Secretary such administrative changes in the regulations of the Plan as may be necessitated by unforeseen conditions when development until the next conference of the National Poultry Improvement Plan would seriously impact the operations of the program.

(iv) Assisting the Animal Science Research Division, Agricultural Research Service in formulating plans for the next National Poultry Improvement Plan conference.

The Director, Science and Education, or his designee, will serve as Chairman. One member from each of six geographic areas of the United States will be designated by an elective process prescribed in the provisions of the Plan (9 CFR 147.43(b)). The Committee will meet at the call of the Chairman.

Carl L. Butz

Carl L. Butz
Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

January 4, 1973.

SECRETARY'S MEMORANDUM NO. 1758 - SUPPLEMENT 1

General Conference Committee
of the
National Poultry Improvement Plan

Secretary's Memorandum No. 1758, dated December 23, 1971, is amended to include information required by Public Law 92-463, the Federal Advisory Committee Act, dated October 6, 1972.

The Committee will report to the Director of Science and Education through the Administrator, Agricultural Research Service.

Support for the Committee will be provided by the Agricultural Research Service.

The duties and functions of the Committee shall be as follows:

(1) Recommend whether new proposals (i.e., proposals that have not been submitted as provided in 9 CFR 447.44) should be considered.

(2) During the interim between conferences, the Committee shall represent the cooperating States in:

(i) Reviewing and giving recommendations regarding the Department's report of changes and editing of Sub-chapter A, 9 CFR Chapter IV, to include the changes.

(ii) Serving in an advisory capacity with respect to administrative procedures and interpretations of the provisions of Sub-chapter A, 9 CFR Chapter IV.

(iii) Recommending to the Secretary of Agriculture, such administrative changes in the requirements of the Plan as may be necessitated by unforeseen conditions when postponement until the next conference would seriously impair the operation of the program. Such changes shall remain in effect only until confirmed or rejected by the next NPIP Conference, or until sooner rescinded by the Committee.

(iv) Assisting the Agricultural Research Service in formulating plans for the next conference.

COMMITTEES *(National Poultry Improvement Plan, General Conference)*

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250
January 4, 1973

SECRETARY'S MEMORANDUM NO. 1758 - SUPPLEMENT I

General Conference Committee
of the
National Policy Improvement Plan

Secretary's Memorandum No. 1758, dated December 23, 1971, is amended to include information reported by Public Law 92-463, the Federal Advisory Committee Act, dated October 6, 1972.

The Committee will report to the Director of Science and Education through the Administrator, Agricultural Research Service.

Support for the Committee will be provided by the Agricultural Research Service.

The duties and functions of the Committee shall be as follows:

(1) Recommend whether new proposals (i.e., proposals that have not been submitted as provided in 9 CFR 447.44) should be considered.

(2) During the interim between conferences, the Committee shall represent the cooperating States in:

(i) Reviewing and giving recommendations regarding the Department's report of changes and adding of Subchapter A, 9 CFR Chapter IV, to include the changes.

(ii) Serving in an advisory capacity with respect to administrative procedures and interpretations of the provisions of Subchapter A, 9 CFR Chapter IV.

(iii) Recommending to the Secretary of Agriculture, such administrative changes in the requirements of the Plan as may be necessitated by unforeseen conditions when implementation until the next conference would seriously impact the operation of the program. Such changes shall remain in effect only until confirmed or rejected by the next NIP Conference, or until sooner rescinded by the Committee.

(iv) Assisting the Agricultural Research Service in formulating plans for the next conference.

Approved: _____
Special Agent in Charge

- 2 -

One two-day meeting per year would generally be sufficient for the Committee to discharge its obligation. Such meeting would require 60 man-hours by Federal professional staff and 40 hours by Federal secretarial staff. The estimated total cost including travel and per diem is \$2000.

Earl L. Butz

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Committee to discharge its obligation. Such meeting would require
60 man-hours by Federal professional staff and 40 hours by Federal
auxiliary staff. The estimated total cost including travel and
per diem is \$2000.

Carl I. Berg